

## AEN 6.1.1 Position Description – Light Vehicle Mechanical Apprenticeship

### Light Vehicle Mechanical Apprenticeship

#### Position Description

**Purpose**

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name:**

**Date PD Issued:** 14/11/2024

**Position:** Light Vehicle Mechanical Apprenticeship

**Host Employer:** Colac Toyota

**Supervisor:** Dave Williams

**Host Employer Address:** 191 Murray St, Colac VIC 3250

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Rochelle Garlick – 0409 605 678

**Duties of Position:**

Employees work on vehicles performing a range of service, repair and diagnostic procedures including engines, transmissions, final drive assemblies, brakes, steering, suspension, and electrical systems.

**Tasks Involved:**

- Monitor environmental and sustainability best practice in the automotive mechanical industry
- Apply safe working practices in an automotive workplace
- Test and repair basic electrical circuits
- Diagnose and repair vehicle dynamic control systems
- Diagnose and repair compression ignition engine management systems
- Test, charge and replace batteries and jump-start vehicles
- Diagnose and repair starting systems
- Diagnose and repair vehicle air braking systems
- Remove and replace steering assemblies
- Repair suspension systems
- Remove and install light vehicle engine assemblies
- Repair final drive (driveline)
- Repair transmissions
- Inspect and service fuel injection systems
- Carry out servicing operations
- Carry out diagnostic procedures
- Diagnose and repair cooling systems
- Use and maintain workplace tools and equipment
- Inspect and service final drive assemblies
- Assemble Ute trays
- Assist other mechanics

**Work Conditions:**

Work will generally be carried out in the workshop

**Personal Requirements:**

- Able to plan your time and work under pressure
- Good communication skills
- Punctuality
- Able to work well in a team
- Good attitude
- Show initiative

**License Required:**

- Victorian Manual Driver License or willing to obtain

**Workplace Health and Safety:**

- Follow Westvic Staffing Solutions and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions.
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
- Correctly wear and maintain items of personal protective clothing and equipment that are provided.
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work.
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

**Additional Information:**

- **Hours Per Week:** 38
- **Days per Week:** Monday to Friday, some Saturday overtime shifts maybe required
- **Award / Agreement:** Vehicle Repair, Services & Retail Award 2020
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** As per Award
- **Allowances:** As per Award

Copy to :  Employee  Host Employer  Main File

**Position Description Acknowledgement**

All parties have received, reviewed, and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: \_\_\_\_\_ Date:

**HOST EMPLOYER:**

Host Employer Name: Dave Williams

Host Employer Signature: \_\_\_\_\_ Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: Rochelle Garlick

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_ Date: