## Moyne Shire Council

# Position Description

**POSITION:** Diesel Mechanic – Koroit Depot

**NAME:** Vacant

**TENURE:** Full-Time Apprenticeship

 January 2024 – January 2028

**DIRECTORATE:** Corporate and Governance Services

**UNIT:** Governance and Corporate Planning

**AWARD:** Local Government Industry Award 2010

**CLASSIFICATION:** Four Year Apprenticeship

**DATE APPROVED:** July 2023

**APPROVED BY:** Chief Executive Officer

**1. POSITION OBJECTIVE**

To assist in the management of Councils fleet, including the most cost-efficient maintenance and repair regime of Council owned machinery.

**2. KEY POSITION RESPONSIBILITIES AND DUTIES**

As directed by the fleet supervisor:

* Ensure Council vehicles are maintained in a roadworthy and serviceable condition.
* Ensure maximum availability of Council owned plant and mechanical equipment by undertaking on-site servicing in a mobile and static workshop.
* Undertake any such duties as are within the limits of the employee’s skill, competence and training.
* Attend trade school and successfully pass units and per training programme.

**3. ORGANISATIONAL RELATIONSHIPS**

 **Reports to:** Supervisor - Plant

 **Supervises:** Nil

 **Internal Liaisons:** All plant & equipment operators/drivers, other departments

of councils, mechanics

**External Liaisons:** Suppliers, contractors, clients and customers as required.

**4. ORGANISATIONAL RESPONSIBILITIES**

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| **Responsibility** | **Demonstrated By** |
| **a) Customer Service**  | * Informed professional guidance and advice
* Listening to and understanding our customer needs
* Developing skilled and motivated staff
* Strengthening relationships between staff and the customer
* Ongoing evaluation, reporting and continuous improvement
* Accurate and complete provision of information

A “can do” attitude.  |
| **b) Work Environment** | * Adherence to Council policies and procedures
* Personal responsibility for sound risk management practices.
* Contribute to the identification and implementation of actions to improve community satisfaction with Council’s performance.
* Develop, improve and maintain office systems and processes within the position.
* Asset Management
* Be aware of the principles of Asset Management
* Have an understanding of how the tasks within my PD can improve the Council’s long-term management of its assets
* Be proactive in reporting Asset Management issues or circumstances that will assist the organisation
* Records Management
* Ensure all incoming emails and outgoing correspondence, including emails, which are business related, are registered electronically into EDRMS.
* Ensure all incoming hard copy business related mail is forwarded to the Records Unit for scanning and registration.
* Occupational Health and Safety (OHS).
* Ensure adherence to OHS policy, procedures and OHS Act.
* Visibly show commitment to OHS through participation in discussions, workplace inspections and hazard inspections.
* Review investigation of incidents and respond where required.
* Consult with employee OHS representatives.
* Initiate actions to improve OHS through supervision of employees and contractors.
* Facilitate an early return to work for an injured employee
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| **c) Diversity** | * Actions and behaviours, which align with the Equal Employment Opportunities Act requirements.
* Actions and behaviours, which align with the Disability Discrimination Act requirements.
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| 1. **Multi-skilling**
 | * Adherence to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill.
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1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY**
* Responsible for all the duties and key responsibilities listed and directly responsible and accountable to Supervisor - Plant
1. **JUDGMENT AND DECISION MAKING**
* Ability to make sound recommendations and judgements around the maintenance of plant.
* Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.
1. **SPECIALIST SKILLS AND KNOWLEDGE**
* Ability to learn the various capabilities of plant.
* Ability to read and follow workshop manuals, practices, systems to maintain plant
* Ability to learn diesel and petrol engine systems and components
* Ability to learn hydraulic, electrical, brake and pneumatic systems and components
* Ability to learn manufacture and repair items using OXY welding heating cutting and MIG TIG ARK welding
* Ability to learn replacement parts interpretation and ordering
1. **MANAGEMENT SKILLS**
* Effective and efficient use of time and available resources to execute allocated tasks.
1. **INTERPERSONAL SKILLS**
* Ability to communicate effectively with other staff and the public where required.
1. **QUALIFICATIONS AND EXPERIENCE**
* Desire to successfully complete a mechanical trade qualification.
* Desire to work with a range of earthmoving, agricultural, commercial and passenger vehicles
1. **KEY SELECTION CRITERIA**
* Demonstrate a genuine interest to gain a trade qualification as a Diesel Mechanic
* An excellent attitude, with a desire to learn new processes and work in a busy team environment
* Proven organisation skills with the ability to prioritize tasks and meet deadlines.
* Good communication skills, both written and verbal.
* Ability to read and follow workshop manuals, practices, systems o maintain plant.
* Desire to work with a range of earthmoving, agricultural, commercial and passenger vehicles

**Applicants may be required to undertake:**

* Workplace medical assessment
* Industry aptitude test
* National Police Check

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| **Additional Information*** **Hours Per Week:** Temporary Full Time – 4 year contract
* **Days per Week:** 9-day fortnight (Monday – Friday)
* **Award / Agreement:** Local Government Industry Award 2010
* **Superannuation:** 11%
* **Commencement Hourly Rate:**TBC
* **Qualification:** Certificate III Heavy Commercial Vehicle Manufacturing Technology
* **RTO:** Gordon Tafe - Geelong
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| **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:

Host Employer Signature: Date / /

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date / /