

AEN 6.1.1 Position Description - Template

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| **Position Description**  **Small Engine Mechanic** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular 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:** 14/02/2025 |
| **Position:** Certificate III in Small Engines Mechanic | |
| **Host Employer:** Mark Benton Farm Machinery | **Supervisor:** Mark Benton |
| **Host Employer Address:** 580 Sunday Ridge Road, Simpson | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant:** Amanda Cook | |
| **Duties of Position:**  Working with a range of equipment from outdoor power equipment, ride and push mowers, utility vehicles, motorcycles and compact equipment. | |
| **Tasks Involved:**   * Detects and diagnoses faults in engines and parts * Dismantles and removes engine assemblies, transmissions, steering mechanisms and other components * Follow checklists to ensure that all critical parts are examined * Perform basic care and maintenance, including changing oil, giving tune ups, checking fluid levels, and rotating tyers * Repair or replace worn parts * Use testing equipment to ensure that repairs and maintenance are effective * Explain to clients their automotive problems and the repairs done * Customer service * General cleaning duties | |
| **Work Conditions:**  Most automotive service technicians and mechanics work in well-ventilated and well-lit repair shops. Although automotive problems often can be identified and fixed with computers, technicians perform many tasks with greasy parts and tools, sometimes in uncomfortable positions. | |
| **Personal Requirements:**   * Ability to identify the problem quickly. * Effective analytical and communication skills. * Ability to learn new technology and repair and service procedures and specifications. * Able to work with your hands * Good health * Enjoy practical work * Able to work part of team | |
| **Key Selection Criteria:**   * Police check | |
| **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. | |

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| **Additional Information**   * **Hours Per Week:** 40 * **Days per Week:** Monday – Friday * **Award / Agreement:** Vehicle Manufacturing, Repair, Services & Retail Award Post 1 Jan 2014 * **Superannuation:** 11.5% * **Commencement Hourly Rate:** As per the award * **Allowances:** As per the 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:



Host Employer Signature: Date:

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: