



POSITION DESCRIPTION

POSITION IDENTIFICATION

Title	Mechanic	Level	C6
Sub Unit	Fleet Maintenance	Establishment No.	Multiple
Service Unit	Asset Maintenance	Date last updated	July 2022
Directorate	Assets	Supervises	
Reporting to	Team Leader Workshop		

POSITION OBJECTIVE

Repair and maintain City vehicles, plant and equipment.

KEY ACCOUNTABILITIES

1. Repair and maintain the City's fleet assets in accordance with current best practice standards and statutory requirements.
2. Provide agreed levels of customer service to the City's internal and external customers.
3. Conduct inspections of plant and equipment.
4. Complete job cards and other relevant documents.
5. Assist in fault diagnostics and products testing.
6. Assist in the evaluation and commissioning of new plant and equipment.
7. Operate equipment including overhead gantry cranes, forklift and elevated work platform.
8. Assist with training as part of the work team.
9. Take reasonable care for own health and safety and that of others who may be affected by their actions or omissions.
10. Follow reasonable instructions by the City to enable compliance with Work Health and Safety legislation.
11. Undertake other activities including ongoing training and development as required for the role.
12. Comply with all City policies and procedures and relevant legislation.

WORK RELATED REQUIREMENTS/SELECTION CRITERIA

Essential

1. Trade Certificate in Heavy Duty Mechanics (On Highway preferred).
2. Post-trade experience in Heavy Duty equipment servicing/repair, particularly multi-functional hydraulic systems.
3. Basic literacy and numeracy skills.
4. Knowledge of Australian Design Regulations and Standards, licensing procedures and statutory provisions relevant to heavy vehicles.
5. Highly developed knowledge of the practical application of Work, Health and Safety measures relevant to mechanical workshops.
6. Ability to work with limited supervision as part of a team.
7. Good communication skills.
8. Capable of physical manual labour.
9. HR class vehicle licence (WA issue).
10. High Risk Work Licence – Fork-lift truck.
11. Working knowledge of the utilisation of information systems and technology.
12. A positive, proactive approach to change and a willingness to work in any service unit across the City should it be operationally required.

Desirable

1. Experience repairing and maintaining light fleet and small plant.
2. Experience working within a quality assured environment.
3. Experience using diagnostic software.
4. A Certificate in Hydraulics.
5. First aid certification.
6. Motor Vehicle Repairer's Certificate (Heavy Vehicle Work).
7. Construction induction/Safety awareness certification.
8. Accredited training in working in confined spaces, gas testing atmospheres, working at heights and operating elevated work platforms and gantry cranes.

Special Requirements

1. Required to work a rotating day/night shift pattern.
2. May be required to work in the main workshop and/or small plant workshop.
3. May be required to work off-site.
4. May be required to work in congested, high traffic areas.
5. May be required to work at heights and/or in confined spaces.
6. Vaccination against Hepatitis B and Tetanus is highly recommended.

EXTENT OF DELEGATED AUTHORITY

Receives limited direction and regularly works independently. Supervises apprentices. Required to exercise decision-making and problem solving with a degree of autonomy. Not able to authorise expenditure.

CERTIFICATION

The details contained in this document are an accurate statement of the position.

Coordinator Fleet Maintenance

Manager Asset Maintenance

August 2022

August 2022

Leader

NUL