

## POSITION DESCRIPTION



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### 1. POSITION DETAILS

<b>Position Title:</b>	Motor Mechanic
<b>Division:</b>	City Services
<b>Unit:</b>	Strategy & Assets – Fleet Services
<b>Management Level:</b>	Worker

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### 2. ORGANISATIONAL RELATIONSHIPS

**Position Title of Supervisor:**

Workshop Supervisor

**Titles of Positions, which report to the Motor Mechanic, are:**

No positions report to this position

**Contractors for which this position is responsible:**

No contractors report to this position

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### 3. PRIMARY PURPOSE OF POSITION

To assist the Workshop Supervisor Fleet Services with the effective and efficient maintenance and repair of the Council's fleet of vehicles and mechanical plant.

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### 4. POSITION OBJECTIVES

The major objectives to be achieved by the Motor Mechanic are;

- Carry out maintenance and repairs to Council's fleet of vehicles and plant with quality Workmanship.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behavior and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.
- Carry out all duties in such a manner as not to endanger the wellbeing and safety of others within the Council depot.

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### 5. POSITION ACCOUNTABILITIES

- Carry out maintenance and repairs associated with Council's vehicle and mechanical plant fleet efficiently and effectively using safe and technically sound methods.

- Ensure best practice in the servicing and repairs of vehicles and plant items.
- Courteously attend to internal / external customers and project the image of Council as both efficient and courteous.
- Good communication skills, particularly within a team environment.
- Carry out directions given by the Workshop Supervisor, Fleet Coordinator and Fleet Services Manager as required.
- Ensure that the requirements of the Work Health & Safety Act (WH&S) are adhered to.
- Carry out any such duties as directed by the Director City Services.
- Keep your immediate work area clean and tidy.
- Be prepared to start at different times when required.
- Be prepared to work some overtime, but not compulsory.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

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## 6. WORK HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Work safely so as not to put yourself or others at risk
- Stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperate and comply with safe work method statements, policies and procedures and participate in their development
- Report all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attend WHS training
- Comply with the requirements of the City's Return to Work program

A full list of WHS responsibilities, authorities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are

consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.



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## **8. SELECTION AND DESIRABLE CRITERIA**

### **Selection Criteria**

- Hold a Trade Certificate in Automotive Engineering and a Motor Vehicle Repair Industry Council Trade Licence (MVRIC).
- Significant post trade experience.
- Hold of a current Motor Vehicle Driver's Licence (Class C), and be willing to upgrade at the City's request.
- Ability to work with minimum supervision.
- Commitment to follow the Work Health and Safety Policy set up to maintain a safe working environment.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

### **Desirable Criteria**

- Experience in repairs of a heavy fleet consisting of a wide range of Local Government plant.
- Experience in welding and metal fabrication.
- Basic knowledge in the use of Workshop equipment including drills, drill presses, lathes and grinders.
- Experience in repairs to earthmoving equipment.
- Hydraulic systems trouble shooting and repairing of components.
- Basic electrical systems trouble shooting and repairing of components.
- Hold a R.M.S. inspection ticket.
- Hold an air Conditioning Licence.
- Hold a forklift Licence.
- Hold a HR Driving Licence.