

Position Description (Employee)

Motor Mechanic

Division	City Services
Business Unit	Parking and Fleet Services
Grade/Band	Grade 18
Position Number	DW5136
Date position description approved	3 July 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the 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 to provide a safe, efficient, and sustainable fleet for the City.

Key accountabilities

- Maintain and repair Council's vehicle and mechanical plant fleet efficiently and effectively using safe and technically sound methods.
- Carry out reasonable directions given by supervisors to ensure effective operations.
- Maintain and keep clean work areas and equipment to ensure a safe working environment.
- Maintain qualifications, certifications and licences required to perform work on the full range of the City's plant and vehicles.
- Undertake training and obtain licences required should new types of vehicles or plant be acquired by the City.

Key challenges

- Maintaining a large variety of vehicles and plant in a fast-paced and complex regulatory environment.
- Meeting competing demands and prioritising workloads in accordance with City service delivery requirements and customer expectations.

Key relationships

Who	Why
Internal	
Fleet Services Management Team (Workshop Supervisors, Fleet Coordinator, Fleet Officer, Fleet Manager)	<ul style="list-style-type: none">• Receive job, work and tasks allocations• Discuss and report on progress• Coordinate work tasks
Fleet Services Stores Staff	<ul style="list-style-type: none">• Exchange information relating to parts and stores
External	
External Suppliers	<ul style="list-style-type: none">• Coordinate repairs and jobs as requested by Workshop Supervisors

Key dimensions

Decision making

To determine whether vehicles and plant are roadworthy or out of service in conjunction with Workshop Supervisors

Reports to

Workshop Supervisors, Fleet Services

Essential Knowledge, Skills & Experience

- Hold a Trade Certificate in Automotive Engineering and a Motor Vehicle Repair Industry Council Trade Licence (MVRIC).
- Hold of a current Motor Vehicle Driver's Licence (Class C), and be willing to upgrade at the City's request.
- Will upgrade to any necessary qualification or licence as needed to undertake all workshop tasks.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Foundational
	Demonstrate Accountability	Adept
	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
Relationships	Work Collaboratively	Foundational
	Communicate and Engage Respectfully	Foundational
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Foundational
Results	Deliver Quality Results	Foundational
	Create and Innovate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
Resources	Financial Integrity	Foundational
	Technology and Information	Foundational
	Assets and Tools	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that be meet at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solutions
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets