

## Position Description

# Plant Mechanic

Directorate	Technical Services
Location	Bland Shire Depot, Chauvel Street, West Wyalong
Classification/Grade/Band	Grade 9
Position Code	4005 – 38 hours
Date Position approved	1 May 2016

### Primary purpose of the position

To carry out minor and major service and repairs to Council's plant and equipment as directed.

### Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake general maintenance, welding and repairs on plant and equipment in Workshop and in the field in accordance with manufacturer's specifications and Council's preventative maintenance program
- Maintain the appearance of the Workshop maintaining awareness and following all risk management and WHS policies and procedures
- Complete service record in compliance with standards, policies and procedures
- Diagnose and repair mechanical problems ensuring efficient and cost effective outcomes
- Work as an effective team member providing information and advice and identifying opportunities for joint initiatives
- Provide effective customer service to internal and external customers of Council by contributing to the continuous improvement of Workshop practices
- Undertake general administrative duties to ensure the effective operation of the team
- Carry out other duties that are within the limits of the employee's skill, competence and training.

### WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.

- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

## Key internal relationships

Who	Why
Foreman Workshop	Provide timely professional engineering advice and guidance Liaise to clarify tasks and priorities Manage and escalate issues as appropriate
Team Members	Communicate maintenance and development plans Share task priorities Ensure safety and quality standards are met

## Key external relationships

Who	Why
Community	Respond to enquiries promptly and professionally Maintain a friendly, professional and positive council presence Ensure public safety at all times

## Selection requirements

Criteria:
<b>Essential Criteria:</b>
Motor Mechanic Trade Qualification or significant progress towards qualification. Class 'C' Drivers Licence
<b>Highly Desirable Criteria:</b>
Heavy Rigid Driver Licence RTA Heavy Vehicle Inspection Scheme certification
<b>WHS and EEO</b>
Thorough knowledge of WHS & EEO practices and principles





### Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Constant bilateral gross hand manipulations.	Occasional climbing
Frequent walking and standing	Occasional Pushing/pulling
Frequent bending/stooping	Occasional Sitting (driving)
	Occasional Lifting/carrying up to 20kg

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Intermediate</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Core Capabilities

- **Manage Self:** Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.
- **Work Collaboratively:** Be respectful, inclusive and reliable team member, collaborate with others and value diversity.
- **Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes.
- **Assets and Tools:** Use, allocate and maintain work tools appropriately and manage community assets responsibly.