

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Heavy Duty Diesel Mechanic	<b>Designation &amp; Classification Level</b>	RGRC Level 7
<b>Position No</b>	1047	<b>Division</b>	Infrastructure Services and Planning
<b>Business Unit</b>	Fleet Management	<b>Reports To</b>	Workshop Coordinator
<b>Location</b>	Katherine	<b>Date Created</b>	November 2021
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	Reporting to the Workshop Coordinator, this role will be to assist in the diagnosing, maintaining and repairing of Council assets. Your responsibilities will involve carrying out repairs, maintenance, servicing and managing work orders. You will be required to carry out product improvement plans and product support programs whilst maintaining and operating in a safe work environment.		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Carry out a high standard of repairs and maintenance to Council plant, machinery, equipment and private sector vehicles.</li> <li>• Prepare job cards for all work carried out.</li> <li>• Managing light, mobile small plant and equipment, plant fleet and equipment of council.</li> <li>• Travel to remote communities for repairs.</li> <li>• Pick up spare parts from suppliers.</li> <li>• Assist in stock control and stock take.</li> <li>• Raise purchase orders as required.</li> <li>• Assist in invoicing and quoting as required.</li> <li>• Other reasonable duties within the scope of qualifications and level as instructed by the direct supervisor.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>• Provide an effective fleet management service to all General Manager, Council Services Managers, Council Service Coordinators, Council Staff</li> </ul> <p><b>3. Quality and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Maintain a professional and positive working relationship with external customers, contractors/sub-contractors, Suppliers/Consultants</li> <li>• Establish and maintain positive working relationships with government and diverse groups of people within the public and private sectors and the wider community.</li> <li>• Ensure workshop area, tools and equipment are kept in a tidy and safe manner.</li> <li>• Abide by all relevant Council policies and procedures, including Code of Conduct, EEO policy and WHS Policy.</li> </ul> <p><b>4. Work Health and Safety (WHS)</b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>• Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> <li>• Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System</li> <li>• Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements</li> <li>• Attend and actively participate in WHS and other mandatory training</li> </ul>			

- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

**4. SELECTION CRITERIA**

**ESSENTIAL**

1. Certificate III in Heavy Commercial Vehicle Mechanical Technology
2. Demonstrated experience in providing maintenance of a regional and remote fleet, plant and equipment aligning with current WH&S Standards.
3. Demonstrated relevant practical experience in a diesel mechanics to use judgement and problem solving skills to analyse a number of options and determine a solution.
4. Demonstrated 4WD mechanical expertise.
5. Experience with auto electrics and diagnostic scan tools.
6. Well-developed organisational skills, time management and attention to detail.
7. Experience with the use of various types of computer systems: Microsoft Office, MYOB, SharePoint, WorkshopMate or the ability to rapidly acquire.
8. Well-developed interpersonal and customer service skills with demonstrated experience liaising with a wide range of internal and external clients.
9. Capable and willing to complete some out of hours work, travel in light aircraft, and complete remote community visits, requiring overnight absences.
10. Tickets to operate heavy machinery.
11. Current First Aid and CPR Certificate and/or willingness to participate in relevant training.

**DESIRABLE**

1. Demonstrated experience working in Local Government and/or remote service delivery, or knowledge of the Local Government Act.
2. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

**MANDATORY REQUIREMENTS**

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.
3. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
4. Current Northern Territory Manual "C" Class Drivers Licence or ability to obtain.

**5. ACKNOWLEDGEMENT**

<b>GENERAL MANAGER</b>		<b>Date Approved:</b>	<b>Signature:</b>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>