

# Mechanic POSITION DESCRIPTION



<b>Position Number:</b>	1290
<b>Department:</b>	Organisational Services
<b>Section:</b>	Fleet and Facilities
<b>Unit:</b>	Fleet Services
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level C10 – C7 Tradesperson - Rockhampton Regional Council Certified Agreement 2022 – External Employees
<b>Reports To:</b>	Supervisor Workshop
<b>Revised:</b>	January 2026

## General Position Statement

This position supports Council's direction by undertaking repairs and maintenance on a wide range of Council trucks, plant and machinery, and light vehicles in a professional manner both individually and as part of a team.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

## Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Maintain and repair a wide range of equipment including small motors, light vehicles, heavy and commercial vehicles (trucks), landscape maintenance plant, and earth moving equipment.
- Install, repair, maintain, test and modify complex plant and equipment that utilises hydraulic, pneumatic or electrical control systems.
- Design and fabricate minor non-engineered items, when required.
- Diagnose, maintain and repair automotive air-conditioning systems, brake systems, transmission and final drive systems, including truck manual and automatic transmissions.
- Undertake non-trade tasks incidental to work, where required.
- Work as part of a team to provide agreed service levels and prompt advice to all customers.
- Perform a wide range of repair and maintenance activities to ensure the proper operation of equipment including, various mechanical, pneumatic and hydraulic equipment, pumps, and combustion motors.
- Perform duties and tasks required with a proactive approach to Council's Safety First initiative.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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## Position Requirements

Your suitability for this role will be assessed against the following competencies.

### Skills/Competencies

- Relevant experience in the repair and maintenance of small motors, light vehicles, heavy and commercial vehicles (trucks), landscape plant, and earthmoving equipment which involves the calibration, fault finding and repair/overhaul in both workshop and field service environments.
- Ability to install, repair, maintain, test, modify, commission and fault find on complex plant and equipment that utilises hydraulic and/or pneumatic systems, including the interpretation of system diagrams and manuals.
- Knowledge of work practices and policies relevant to the unit.
- Numeracy and literacy skills in order to read and carry out instructions and make simple reports.
- Computer and handheld device skills that are used to create work & time records, search for repair information, and diagnose and reset faults.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).

### Qualifications

- Trade qualification as a Motor Mechanic or Heavy Vehicle Mechanic and equivalent demonstrated experience.

### Desirable Qualifications and Experience

- Basic welding and thermal cutting skills.
- Ability to legally operate a heavy motor vehicle under a "HR" Class Licence.
- Ability to legally operate Forklift under a high risk "LF" Class Licence.
- Occupational licences or competencies to operate skid steer, backhoe/front-end loader and overhead gantry crane.
- Dogman / Rigger Ticket.
- Work Safely at Heights Certificate.
- Hold a Construction Industry Induction (White Card). Refrigerant Handling Licence / competencies.

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## Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

## Work Environment and Physical Demands

- This position is workshop based with an outdoor component that will require the employee to carry out physical tasks which may include manual handling of up to 30kg, repetitive bending, kneeling and twisting and/or squatting.

## Additional Requirements

- Ability to work in a workshop environment and in the field / onsite individually and as part of a team.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

## Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	