

Apprentice Mechanic

POSITION DESCRIPTION



Position Number:	3754
Department:	Organisational Services
Section:	Corporate and Technology Services
Unit:	Fleet Services
Position Status:	Fixed Term Full Time
Classification:	Order – Apprentices and Trainees' Wages and Conditions
Reports To:	Supervisor
Revised:	August 2024

General Position Statement

This position supports Council's direction by undertaking a Mechanical Apprenticeship in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

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.

- Actively engage in training and development in the workplace by seeking and receiving advice from co-workers, on-the-job training, completing course modules, participating in formal training sessions and meeting the requirements of the Training Plan.
- Develop skills to perform a wide range of maintenance functions for equipment including cars, trucks, road construction equipment, mechanical, pneumatic and hydraulic equipment, pumps and small motors.
- Operate equipment including, but not limited to, hand tools, measuring instruments, multi-meters, welders, plasma cutters, oxy equipment, lathes, grinders, hydraulic press, jacks and other workshop lifting equipment.
- Obtain an understanding of machinery maintenance practices and principles.
- Provide good customer service to internal and external customers.
- Strong commitment to Workplace Health and Safety practices.
- 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

- A genuine interest in the automotive/heavy vehicle mechanical field.
- Ability to complete relevant national competency standards and training plans.
- Ability to work within a team environment.
- Numeracy, written and verbal communication skills.
- Interpersonal skills relevant to the position and strongly focused on the provision of quality customer services.
- Ability to accurately complete/follow instructions and prioritise tasks.
- Developing knowledge of work practices and policies relevant to the section/unit.
- Underpinning skills as specified in the relevant competency standards.
- To attain knowledge in accordance with the apprenticeship and training plan.
- To attain knowledge of maintenance and repair procedures for various mechanical equipment.
- Ability to effectively operate Council's computer systems including the MS Office Suite.
- 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.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

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 an outdoor role and 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.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

Additional Requirements

- Ability to work in an outdoor environment.
- 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.

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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.

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.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	