

POSITION DESCRIPTION

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| Position Title: | Mechanical Tradesperson |
| Position Number/s: | INF-109 |
| Employment Type: | Full Time, Permanent |
| Agreement: | Charters Towers Regional Council Union Collective Certified Agreement 2023 |
| Award: | Queensland Local Government Industry (Stream C) Award – State 2017 |
| Classification: | C10 – C8 depending on relevant experience |
| Directorate: | Infrastructure Services |

POSITION OBJECTIVE

Under limited supervision, the focus of this position is to contribute to the efficiency and effectiveness of the repair and maintenance effort for Council's fleet of equipment.

ORGANISATIONAL RELATIONSHIPS

Reports to: Workshop Team Leader

Directly supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Perform daily mechanical tasks, including repair and maintenance work on machinery, heavy and light vehicles and outdoor power equipment, to meet set targets.
2. Undertake administrative tasks relative to the Workshop function ensuring documentation is completed accurately for further actioning.
3. In consultation with the Workshop Coordinator or Workshop Team Leader, prepare parts lists for allocated repair tasks.
4. Provide the Workshop Team Leader with information on the condition of Council's vehicles and equipment and report identified defects.
5. Actively participate and communicate as part of a team to ensure efficient and effective service delivery to customers.
6. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
7. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Relevant knowledge and experience of repair and maintenance activities for various fixed and mobile plant and equipment, including trucks, earthmoving equipment, light vehicles, and small plant.
- Good written and verbal communication skills.
- Sound computer skills.
- Good organisational skills and the ability to determine work priorities.
- Ability to work within a team environment.

| Education/Qualifications |

Essential:

- Trade Certificate, Diesel Fitter, Light Vehicle Mechanic, Outdoor Power Equipment Mechanic, or other relevant trade industry qualifications with experience.
- General Safety Induction Certificate (Construction Industry) "Blue/White Card".

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' class drivers' licence.

Desirable:

- Possession and maintenance of a Queensland 'HR' class drivers' licence (or above).
- Possession and maintenance of a 'LF' High Risk Forklift licence.
- Refrigerant handling licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- Ability to work in an outdoor environment exposed to inclement weather.
- This position is required to carry out moderate to heavy manual handling and labouring tasks.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____