



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Diesel Motor Mechanic
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	Trade C8 Queensland Local Government Industry ( <i>Stream C</i> ) Award in conjunction with Mount Isa City Councils Certified Agreement
<b>DEPARTMENT:</b>	Infrastructure Services
<b>SECTION:</b>	Workshop

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## POSITION OBJECTIVE

To perform a wide range of mechanical repairs, diagnosis and maintenance on Council plant and equipment in a timely and efficient manner.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Supervisor Workshop / Fleet Coordinator

Supervises: Nil

## REQUIREMENTS OF THE POSITION

### Skills, Knowledge and Experience

- Proficient in the application of mechanical/technical skills in the mechanical and diesel fitting trades;
- Experience with hydraulics;
- Experience with various fleet items;
- Experience with auto electrics;
- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Well-developed interpersonal communication skills with a good customer service aptitude;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Sound knowledge of heavy plant such as loaders, graders, heavy trucks, backhoes as well as lighter plant such as tractors, mowers and road construction plant operation and maintenance;
- Self-motivated with a continuous improvement attitude; and
- Understanding of Workshop/Mechanical environment.

### Qualifications

- Diesel Motor Mechanic trade qualified (e.g., AQF Certificate III or IV);
- Demonstrated previous experience in team based workshop work environment;
- Minimum 3 years' experience in a mixed fleet work environment;
- Current "C" class manual Driver's Licence;
- Working safely at heights is desirable;
- Confined Space is desirable;
- Manual handling is desirable;
- Heavy Rigid (HR) drivers licence is desirable;

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- Certificate of competency for a Forklift Truck (LF);
- Possession of a current WH&S Construction White Card.

**Training**

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

**KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

- Assist with repairs and maintenance of Council vehicle, mobile plant, and other Council fleet and non-fleet mechanical assets;
- Undertake preventative maintenance to Councils' plant and equipment;
- Timely and effective completion of work, meeting all trade industry standards and quality;
- Correctly and efficiently use all tools required by the trade;
- Maintain tools and workshop equipment in working order;
- Effective planning and organisation of individual repair work;
- Detect, test and diagnose faults in engines and parts, with assistance of computers as required, in a timely and effective manner;
- Dismantling and remove engine assemblies, transmissions, steering mechanisms and other components, and checking parts;
- Repair/replace worn/defective parts, reassembling mechanical components and reassembling engines and parts after being repaired, referring to service manuals as needed;
- Perform scheduled maintenance services, such as oil changes, lubrications and engine tune-ups;
- Test and adjust mechanical parts after being repaired for proper performance.
- Effective and appropriate housekeeping of the worksite;
- Assist in trade training programs for apprentices;
- Travel to remote locations to carry out duties;
- Provide and maintain high level of confidentiality;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

**Physical Requirements**

- It is an inherent requirement of the position to be able to occasionally lift weights up to 20kg;
- Work outdoors in all weather conditions;
- Work in confined spaces;
- Squat, crouch, stoop and crawl on knees;
- Use power tools (vibration and impact) on a daily basis;
- Safely climb ladders and perform work at heights;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

**KEY PERFORMANCE INDICATORS**

- All assigned tasks completed professionally and one time;
- Comply with Work, Health and Safety policies, procedures and legislation;
- Works well as part of the section with other sections within Council;
- Promotes and complies with Council policies and procedures.

### **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

### **ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

### **WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks.

### **GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

**SELECTION CRITERIA – Diesel Motor Mechanic**

<b>SELECTION CRITERIA</b>		<b>WEIGHTING (%)</b>
SC1	Diesel Motor Mechanic Trade Qualification and demonstrated 3 years' experience in an equivalent or similar role.	Mandatory 30%
SC2	Demonstrated fault diagnosis and decision making ability.	25%
SC3	Demonstrated practical knowledge of Work Health and Safety requirements in a workshop/mechanical environment, including risk assessment.	20%
SC4	Demonstrated communication and time management skills.	15%
SC5	Demonstrated ability to work well within a team.	10%

**AUTHORISATION**

Director: Renee Wallace

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 1 June 2011

Date reviewed: 1 November 2022

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Diesel Motor Mechanic Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_