

# POSITION DESCRIPTION



Date: 30 October 2023

## 1. Position Identification

<b>Title:</b>	Mechanic				
<b>Position Number:</b>	PE.RE.44	<b>Level:</b>	7	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Infrastructure Services				
<b>Section:</b>	Engineering Services				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Manager Works
<b>Internal relationships:</b>	Human Resources Manager Works Executive Managers CEO All Staff
<b>External relationships:</b>	Contractors Members of the general public
<b>No of Direct Reports:</b>	Nil

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the Manager Works the Mechanic is responsible for the repairs and maintenance to the Shire of Exmouth fleet, plant and equipment. The Mechanic ensures all works are carried out in a safe and efficient manner using methods and practices well established in the automotive repair trade.

## 5. Key Objectives

Ensure that all items of plant and machinery leaving the workshop are safe and fit for operational purposes.

Routine, scheduled, ad-hoc and breakdown maintenance and repair work are carried out in a timely and competent manner.

Record keeping is undertaken in an accurate and timely manner.

Provide information, advice, reports as requested for budget purposes and operational purposes.

Effective working relationships with other Shire staff.

## 6. Key Responsibilities

### **Work Practices**

- Undertake automotive repairs to all aspects of Shire's plant and equipment, including diagnosis of problems, repairs and testing.
- Undertake minor welding repairs to Shire's plant and equipment.
- Maintain a clean and tidy personal work area and assist with general cleaning duties in a workshop environment.
- Utilisation of hand tools, welding/cutting equipment and all associated safety equipment.

### **Administration**

- Maintain an accurate fleet management record.
- Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records.
- Ensure equipment and materials required are procured from the store or external suppliers in accordance with Shire's purchasing policy and limits of delegation.
- Ensure that stock is received in a timely manner and in good condition.

### **Other**

Other duties as requested.

## 7. Leadership Capabilities

Develop a culture of teamwork both within the department and across the organisation.

Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Strategic plan.

Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.

High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

## 8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the Work Health & Safety Act 2020 and other relevant regulations, codes of practice and guidance notes. These include but are not limited to the following:

- Providing a safe working environment that is free of hazards for employees, volunteers, contractors and visitors;
- Actively promoting a safe and healthy workplace and lead by example;
- Consulting with workers on all safety related activities;
- Ensuring all identifiable hazards are risks assessed and control measures are in place to manage and/ or eliminate;
- Ensuring all incidents within their work area are reported and adequately investigated to prevent recurrence;
- Ensuring employees are provided Personal Protective Equipment (PPE) and use it;
- Ensuring employees have safe methods of performing the required tasks and those methods are documented;
- Ensuring employees are adequately trained and assessed as competent for relevant tasks;
- Ensuring employees are adequately supervised; and
- Actively promoting and participating in the Work Injury Management Program of relevant employees

## 9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supports diversity and a culturally sensitive workforce.

Champion and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

## 10. Qualifications and Work Experience

### Essential

- Trade qualification in Mechanics (Diesel/Heavy duty plant).
- High level of skills and experience in automotive repair techniques associated with large earthmoving equipment, trucks, passenger vehicles and small petrol/two stroke engines.
- Good level of welding skills using both gas and electric.
- Basic skills in automotive electrics and hydraulics.
- Good computer literacy.
- Time management skills.
- Good communication, interpersonal and customer services skills.
- Current Medium Rigid ('MR') class driver's licence with the capacity and commitment to secure a Heavy Rigid ('HR') class.

- Ability to demonstrate and support the values of the Shire of Exmouth.

**Desirable**

- Accreditation in the following areas is desirable:
  - Post Trade qualifications in Hydraulics and Auto Electrical.
  - Post Trade qualifications in Welding.

**Mandatory Requirements**

- Hold a current national “C” class driver’s licence.
- Valid permanent Australian Work Rights.

**11. Authorisation Process**

<b>Authorisation Process</b>			
<b>Title:</b>	<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
CEO	Ben Lewis		
Manager HR& Governance	Kathleen Fish		
Executive Manager Infrastructure Services	Mike Richardson		
Employee			

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*