

Position Description – Apprentice Mechanic

Position Number:	TBC
Division:	Open Space & Infrastructure
Hours Per Week:	38 hours per week
Award:	Local Government (State) Award
Grade (SAS):	Trainee
Location:	Depot
Position Reports to:	Manager Civic Services
Positions Reporting Direct to this One	N/A

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents needs and situations



Equity

We deal equally and honestly with customers and each other



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships

Position Description Coverage

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

Accountability Objective

To assist Council's qualified Mechanic in the provision of a reliable, well maintained plant fleet to permit the cost-effective delivery of services to the community.

Principal Accountabilities

- Undertake Certificate III Light Vehicle Mechanical Technology in satisfactory and timely manner.
- Assist with the repair and maintenance of Council vehicles, plant and machinery in accordance with manufacturers specifications, workplace instructions and agreed policies and procedures.

- Ensure tools and equipment are maintained in a satisfactory condition.
- Assist with keeping accurate servicing records.
- Develop a co-operative teamwork relationship with all members of staff
- Ensure all activities are carried out in accordance with WH&S policies and procedures.

Key Organisational Accountabilities

- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Ensure that the following principles from Council's Code of Conduct are taken into consideration in the carrying out of all Council duties- integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment; and
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Key Result Areas

- Work is to be completed in accordance with instructions, adopted programs, policies and procedures.
- Practical skill development during the 4-year period as demonstrated through the on time and successful completion of each stage of the apprenticeship. Please [click](#) here for full course information
- Appropriate use of automotive tools and equipment.
- Adherence to the maintenance management plan for the Council's plant and equipment
- Specified and appropriate safety standards consistently implemented.
- The ability to work as part of a team.

Selection Criteria

All **bold highlighted** essential criteria **must** be addressed when applying for the role.

Essential

- **School Certificate or equivalent qualification**
- **Has not previously completed a qualification in Mechanics or related field.**
- **Currently enrolled in (or eligibility to enroll in) apprenticeship course to obtain certificate III in Light Vehicle Mechanical Technology**
- **Willingness to learn and commit to successfully completing a Certificate III in Light Vehicle Mechanical Technology over 4 years.**
- **Class C Driver's license**
- Sound ability to work within a team environment.
- Good attention to detail with the ability to follow instruction.
- Ability to prioritize and manage individual workload to meet deadlines.
- Willingness to undertake manual labour.

Desirable

- General Construction Induction White Card
- Class C Manual Drivers License

Signatures

Position Holder: _____ Date: _____

Manager: _____ Date: _____

Director: _____ Date: _____

Reviewed and Finalised

Date: January 2025

Dear Applicant,

Thank you for your interest in a position with Council.

Lane Cove is renowned for its sense of community with an emphasis on bushland, waterways and the people who call Lane Cove home. As a Council, we are focused on ensuring Lane Cove is a liveable community and we have a wide variety of roles to help make that happen. The efforts of our teams were recognised in the 2023 Australian Liveability Census, with Lane Cove taking out first place in NSW and second overall in Australia, making Lane Cove and surrounds one of the most desirable places to live in NSW.

At Lane Cove, we want to make sure we develop our staff, so we provide additional training and opportunities to work on innovative projects, which provides you with a chance to make a difference to the community and to your career.

In order to apply for this position, you will need to complete the online application form and prepare a submission that outlines how you meet the selection criteria for the role. This is your opportunity to sell yourself to the selection panel and you should provide examples of what you have done in your career, how well you did it, and how it relates to the requirements of the role you are applying for.

If you would like to make a difference at a local level, we want to hear from you and if you have any questions, please don't hesitate to contact us.

Yours sincerely

Brenda Brown
Manager People & Culture