

Upper Lachlan Shire Council



Position	Apprentice Mechanic
Reports to	Workshop Supervisor
Group	Infrastructure
Band/Level	1/1
Grade	JUNIORS AND TRAINEES
Date revised	November 2023

Primary Purpose

To undertake on the job training in conjunction with formal education with a view to being able to provide servicing, repairs and maintenance to Council's heavy and light plant in a safe and efficient manner to prevent down time of plant and equipment.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Under supervision undertake servicing, maintenance and repairs of Council's plant and equipment in accordance with manufacturer's specifications.
- Ensure the workshop and workshop equipment is cleaned and maintained.
- Under supervision interpret manuals and assist in developing and updating of safe operating procedures.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Complete basic data entry, digital job cards in to Council's fleet management software.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Workshop team	Government Agencies and Authorities
Other staff	

Essential Criteria

1. Eligibility to enrol and complete Cert III in Heavy Commercial Vehicle Mechanical Technology
2. Some knowledge and interest in servicing, repairing and maintaining plant, equipment and heavy vehicles.
3. Ability to work productively as a member of a team and contribute to team goals.
4. WHS General Construction Induction (White) card.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.