

Mechanic

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| Position Number | 1299 |
| Directorate | Infrastructure |
| Service Unit/Department | Fleet/Assets and Engineering |
| Location | Municipal Depot, Selkirk Drive, Horsham |
| Position Classification | Band 4 Level A |
| Position Appointment | Permanent Full-time |
| Enterprise Agreement | Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025 |
| Reports to | Team Leader Workshop |

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

Provide mechanical/trade assistance and support to the Fleet Section in the provision of safe, economical, effective and reliable plant and equipment assets for Council operations.

2. Key Responsibility Areas

- Service and maintain cars, trucks, road plant and other machinery as directed, in the Horsham Rural City Council works depot or at relevant worksite/s.
- Undertake inspections and complete checklists for plant items as required and prior to use i.e., hoist, forklift etc.
- Support the efficient maintenance and upkeep of all small motorised items of plant and equipment.
- Identify and assess damage to vehicles/property/plant and report as required any repairs or works which may be necessary for safety and other reasons.
- Working on waste collection vehicles (an allowance will be paid)
- Provide on-the-job training and assistance for apprentices.
- Support the development and maintenance of an effective, competitive and responsive Fleet section to assist in the overall provision of Council operations and services.
- Provide administration and operational support in the absence of the Team leader workshop and/or Workshop and fleet supervisor.
- When required, help with the ordering of parts, also obtaining technical support from different agencies and suppliers.
- Assist as appropriate, the Infrastructure Directorate in delivering its programs.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Accountability and extent of Authority, Judgement and Decision Making

- Responsible to the Team leader workshop for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the occupational health & safety act, Regulations and requirements and Council policies which apply.
- Make decisions on details relating to the way in which a task is performed, with major decisions referred to the supervisor. Guidance and advice are always available.
- Required to work under general supervision, undertaking tasks on both an individual basis and as part of a group.
- Assist in providing on-the-job training for other employees.

4. Skills and Knowledge

- A thorough understanding of relevant mechanical trade technologies, procedures and processes.
- Ability to operate, service and repair most types of plant and machinery, including 2-stroke, petrol and diesel engines.
- Basic ability to use electric and gas welding equipment.
- Ability to diagnose faults in various systems, hydraulic/pneumatic/electronic.
- Ability to carry out minor auto-electrical tasks.

5. Management and Administrative skills

- Ability to achieve objectives within a timetable and/or budget.
- Excellent time management skills.
- Ability to provide on-the-job training based on skills and experience.

- Ability to provide support for general office and administrative functions (telephone, bookings, record-keeping, etc.)

6. Interpersonal skills

- Good oral and written English communication skills.
- Ability to co-operate with other staff in a team environment and to work individually.
- Ability to discuss and resolve problems effectively.
- Ability to deal courteously and efficiently with a broad range of other staff and the public.

7. Qualifications and Experience (Selection Criteria)

- Appropriate/recognised trade qualification in motor mechanics (Heavy Vehicle advantageous) or near completion of qualification, or equivalent extensive experience in petrol and diesel mechanics.
- Good written and verbal English skills.
- Good personal presentation and attitude.
- Current driver's licence (Heavy Rigid or Heavy Combination preferred).
- Ability to obtain a Police Records Check without any relevant disclosures.
- Ability to pass a pre-employment medical examination focused on the physical requirements of the position.

Desirable

- Previous experience in a busy workshop/garage/mechanic environment and demonstrated ability to carry out the responsibilities and duties of the position.
- Licences to operate other items of plant and equipment.

8. Organisational Relationships

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| Reports to: | Team Leader Workshop |
| Supervises: | From time-to-time, may be required to supervise apprentices or staff undergoing training (e.g. work experience students) |
| Internal Liaisons: | Workshop and Feet Supervisor Other employees/staff Depot staff (administration) |
| External Liaisons: | Distributors Company representatives Dealers The Public |

9. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council’s Risk Management Policy and the application of sound risk management practices within the workplace and the community.

10. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria’s Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

11. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: