

Position Description

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| POSITION TITLE: | Fleet Mechanic - Workshop |
| POSITION NO: | 3078 |
| DIRECTORATE: | Infrastructure Services |
| DEPARTMENT: | Operations and Maintenance |
| SECTION: | Fleet Services |
| CLASSIFICATION: | Band 4 |
| LOCATION: | Operations Centre, 95 Sunshine Road, West Footscray |
| DATE: | January 2025 |

ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Mechanic

Supervises: Nil.

Internal Liaisons: Fleet office and user groups and customers, all Council employees.

External Liaisons: Contractors and suppliers as directed by Senior Mechanic.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

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| Respect | The promotion of inclusiveness, empathy, communication, good will. |
| Courage | The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility. |
| Integrity | The promotion of honesty, loyalty, ethical behaviour, trustworthiness. |

PRIMARY OBJECTIVES OF POSITION:

The Fleet Mechanic – Workshop, will work with limited supervision from Senior Mechanic, and will be responsible for the effective and efficient maintenance, testing and repair of Council's Fleet vehicles

The incumbent will be expected to perform all tasks in accordance with user manuals and established policies / procedures, ensuring the safety and roadworthy state of all vehicles.

DUTIES AND RESPONSIBILITIES

- Undertake the servicing, maintenance and repair of Council's Fleet vehicles which includes:
 - Detect and diagnose faults in the Fleets engines and parts;
 - Repair and replace worn and defective parts and reassemble mechanical components, referring to service manuals as needed;
 - Perform scheduled services to ensure Council vehicles are always maintained and are in a roadworthy and serviceable condition;
 - Test and adjust mechanical parts after being repaired for proper performance;
 - Diagnose and test parts with the assistance of computers;
 - Coordinate ordering of parts and consumables in line with Council's Procurement Policy;

- Adhere to relevant Occupational Health and Safety (OHS) procedures, including the use of personal protective equipment as required;
- Ensure all activities in the workshop are carried out in accordance with sound safety practices and in compliance with relevant legislation;
- Manage day to day activities of the workshop including booking, prioritising and scheduling of all workshop activities;
- Ensure effective and efficient operation of workshop process and procedures including eliminating potential delays where possible, and adopting a proactive and realistic approach to setting expectations;
- Undertake audits of plant and equipment, log books and service records;
- Work cooperatively and collaboratively with the Fleet Team to ensure all maintenance schedules are programmed and completed on time;
- Identify reliability issues and suggest corrective actions with Coordinator and Operations Centre Team Leaders;
- Complete job cards and log books, assist as required in monitoring of costs for the purpose of benchmarking and Best Value and assist with final processing of data as required;
- Assist with security of workshop and contents by following safety procedures;
- Deliver and pick-up of vehicles from external service providers as required;
- Ensure driver's license, forklift and other operation licenses are up to date and inform the Coordinator if licenses are cancelled or suspended.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Ensure all employees under their direction are trained in safe working practices and maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Provide leadership and on the job training to other employees, particularly those under their supervision, on position relevant procedures, systems and equipment.
- Exercise high precision trade skills using various, systems, materials and specialised techniques relevant to the position.
- Expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- Complying with OHS legislation, codes of practice, industry standards and Council's OHS policies, procedures and workplace practices;

- Accurately recording daily tasks on weekly worksheets;
- Taking a continuous improvement approach to improve reliability and best practice maintenance practices;
- Undertaking quality control measures required to ensure works completed are performed to the required standards;
- Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

JUDGEMENT AND DECISION MAKING

- This is a technically skilled trade position which requires good problem solving skills. The Fleet Mechanic – Workshop is required to make technical decisions within the level of training and competence.
- Work objectives are well defined but trade practices, techniques and methods are to be selected from a range of available alternatives and conducted in accordance with industry standards and codes of practice.
- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities.
- Advice and guidance are always available, from supervisor or other Council employees within the time available to make a choice.
- Ability to make decisions and select from a range of available alternatives the specific method, process and equipment to be used to achieve defined objectives of the work. When supervising employees, quantification of the amount of resources needed to meet those objectives is required.
- Exercise good judgement and discretion regarding confidential issues.

SPECIALIST SKILLS AND KNOWLEDGE

- Thorough knowledge and understanding of occupational health and safety legislation requirements in a workshop environment.
- Experienced in the operation and repair of all Council's plant and vehicles including very heavy mechanical plant.
- Thorough working trade knowledge of industry and safety standards and Council procedures, including the ability to carry out safety checks on plant and vehicles, as required.
- Competent in the ability to detect, diagnose and repair faults with petrol and diesel engines, transmissions, brakes, steering, exhausts and drive trains as well as hydraulics and auto electrical work including OBD diagnostics.
- Demonstrated experience working with late model cars as well as trucks and plant which may be found in a Council Fleet (i.e. backhoe, tractor, forklift, trailer, side and rear loader garbage truck, road and footpath sweeper, wood chipper, travel tower, tippers, spray equipment, mowers etc.)
- Competent in the repair of minor plant such as chainsaws, mowers etc.
- Proficiency in reading and following instructions in workshop manuals and procedures.
- Competent in welding, using gas or electric welders.
- Demonstrable experience in the use of computers and software relevant to fleet maintenance activities would be an advantage.
- An understanding of Council's policies, regulations and procedures associated with the position and other Council services, as required.
- A basic understanding of relevant Acts/Regulations as they apply to the role.
- Highly skilled, safe and competent operation of machinery and equipment, as well as basic knowledge and experience in quality assurance as it applies to the position.
- Thorough understanding of the relevant technology, procedures and systems related to the role.
- Ability and skills to provide training in the post-trades or specialist disciplines either through formal training programmes or on-the-job training.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage own time, and that of those under their supervision, within a diverse range of projects and priorities to achieve targets within a set timeframe.
- Ability to identify and escalate complex issues that will need to be managed by the Senior Mechanic or the Senior Coordinator.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, as well as assisting employees with their tasks, particularly when performing supervisory tasks.
- Ability to establish a rapport with employees and foster a customer focussed team.

INTERPERSONAL SKILLS

- The ability to establish rapport, gain cooperation and assistance from all levels of the organisation and with external stakeholders.
- Well-developed written communication skills to prepare correspondence, assist with reports and presentations related to their area of expertise.
- Ability to identify problems, provide recommendations to solve issues and escalate if required.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Motor Mechanic / Plant Fitter qualified, Certificate III in Engineering – Mechanical Trade plus a post trade's certificate or equivalent.
- Several years of mechanic experience across all facets of fleet maintenance and repairs including experience with heavy diesel plant, particularly Council vehicles / machinery such as road sweepers, trucks, and minor plant such as ride on lawn mowers.
- Demonstrated welding and fabrication skills.
- Current Victorian drivers licence (Heavy Rigid),
- National Police Check with no relevant criminal record.
- Successful completion of pre-employment medical check.

Desirable

- Forklift licence (LF) and other plant licences would be considered an advantage.

KEY SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience in the use of computers and software relevant to fleet maintenance activities would be an advantage.
- Good written and verbal communication skills to work effectively as a team member and to provide exceptional customer service.
- Ability to identify problems, provide recommendations to solve issues and escalate if required.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

Position Description



The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/ Coordinator:.....

Date: