

POSITION DESCRIPTION

POSITION: Mechanical Craftsman	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Mechanical and Electrical Services	REPORTS TO: Coordinator Mechanical
GRADE: D	EMPLOYMENT TYPE: Perm Full Time
HOURS/WEEK: 38	POSITION No.: 480, 552, 811
DATE: May 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP/SECTION

Our Water and Waste Services Group is responsible for planning, delivering, operating and maintaining the City's water, wastewater facilities and networks and waste management and resource recovery facilities.

POSITION OBJECTIVES

- Assist the Mechanical trades team in the installation, upgrading, servicing and maintenance of plant and equipment associated with the City's Water and wastewater operations.
- Assist with maintenance and repair of all types of pumps including submersible sewage pumps.
- Assist with maintenance and repair of all types on mechanical equipment including air compressors, valves, pipework and other associated equipment.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management



Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Assist Mechanical and Electrical work teams with the installation, maintenance, repair and operation of Water and Sewer infrastructure in accordance with the City of Coffs Harbour's objectives, programs, standards and procedures
- Apply skills in fault finding, repair and maintenance of pumps of all types, valves, actuators, dosing equipment and Water and Sewerage treatment process equipment
- Assist with monitoring SCADA pump station performance summary pages and identify adverse trends and act according to procedure or escalate to Coordinator
- Investigate reported problems with pump stations and report findings to Coordinator
- Carry out works in accordance with Section's Operational Plan, budget and to the required technical, safety and environmental standards.
- Assist with monitoring costs as works proceed to ensure works are carried out within the budget limitations and when adverse trends are detected advise your Coordinator so that corrective action may be undertaken.
- Assist with organising allocated tasks to make best use of plant, labour, materials, time and resources.
- Assist in planning of day-to-day works to ensure the best use of plant, materials, time and resources.
- Participate in on-call roster, up to, once per month.
- Proactively report any defects or problems observed with Council's assets.
- Ensure that all plant allocated is used efficiently and effectively and maintained and operated safely to the City's Codes and Standards.
- Utilise mobile technology and the City's maintenance management system to organise works, record data and report as required.
- Ensure all required documentation is filled out accurately and correctly, including but not limited to timesheets, inspections, planning sheets and work logs
- Undertake all works in accordance with the City of Coffs Harbour's established standards, protocols and procedures
- Create Work Orders for all planned works
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Executive Leadership team
- Group Leader Water and Waste Services and Section Leader Mechanical and Electrical Services
- Coordinator Mechanical and Mechanical and Electrical Services team
- City of Coffs Harbour staff

External

- Members of the public

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, the ordinary hours of work will generally be between 06:00 and 18:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Live Sewer Allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at the Marcia St Depot, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Trade qualification Fitter / Machinist, or other relevant trade with maintenance fitting experience.
- Class C Drivers Licence
- National Construction Industry Induction (White Card)
- Mechanical experience
- Experience in general metal fabrication and welding to facilitate machinery repair.

Desirable

- Class MR drivers licence
- High Risk Work Licence - Vehicle Loading Crane (CV)
- High Risk Work Licence - Forklift Truck (FL)
- Qualified Dogging Ticket – DG
- Confined Space Entry
- First Aid

CAPABILITIES

- Demonstrated skills in supervising others working in a team environment.
- Demonstrated understanding of SCADA system operation.
- Demonstrated knowledge of the safe operation of pumps, generators, pressure washing equipment, lawn mowers, hedge trimmers, line trimmers, power tools, and associated equipment.
- Demonstrated ability to effectively use mobile computing devices such as smart phones, tablets and laptop PC's, including proficiency using computer applications such as MS Office, Internet Explorer and Remote Desktop Protocol (RDP).
- Demonstrated written and verbal numeracy and literacy.

Position Demands Analysis

Mechanical Craftsman

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	3	Elevating arms above shoulder height	2	Climbing to access / exit excavations	0
Light work lifting 4.5 - 9.1kg	1	Extend arms for reaching	2	Kneeling for extended periods	1
Medium work lifting 9.1 - 22.7kg	1	Sitting for extended periods	1	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	3	Balancing	0
Repetitive Lifting	2	Walking for extended periods	2	Hearing above background noise	1
Pulling Loads > 5kg	1	Walking on uneven ground	1	Depth perception	1
Pushing loads > 5kg	1	Frequent bending / stooping	3	Colour vision	1
Lifting with trunk twisting	1	Shovelling / digging	1	Fine manipulation	1
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	2	Reflective vest	1
Hard hat	3	Protective eyewear	3	Breathing Apparatus (BA)	1
Ear plugs / muffs	3	Gloves	3		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	1
Liquids	1			Possible exposure to sharps	1
Herbicide spraying	1			Possible exposure to Q Fever	1
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	1
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	2	Working near machinery	2	Slippery surfaces	1
Outside work	2	Operating machinery	2	Low light areas	1
Confined spaces	2	Vibration	1	Shift work	1
Working alone	2	Working at heights	2	Use of computer for screen-based activities	1
Working with hot substances	1	High Temperatures > 38 degrees	1	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	1	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	1	Violence / aggression from animals / wildlife	1