

ETHERIDGE SHIRE COUNCIL

ROLE STATEMENT



ROLE TITLE: Mechanic – Diesel Fitter

DEPARTMENT: Engineering

REPORTS TO: Workshop Supervisor

LOCATION: Council Works Depot –
Mary Street Georgetown

DATE PREPARED: November 2018

PREPARED BY: HR

This Statement represents an accurate description of the role of the Mechanic – Diesel Fitter

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

To assist the Workshop in performing effective and reliable servicing, maintenance and repair of Council's vehicles, plant and equipment in order to prolong the life and use of Council's assets and provide a quality return on investment.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,000. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Mechanic – Diesel Fitter include:

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire's Workshop.
- **Team Work:** The ability to effectively work as a team player and communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Mechanic – Diesel Fitter

The incumbent will be a Qualified Mechanic responsible for, but not limited to:

Undertake scheduled maintenance services to vehicles and plant as per checklists, observing all specifications and standards

Undertake emergency service repairs to other plant and related equipment

Install machine parts as required

Repair, fabricate and weld plant and vehicles as required

Undertake programmed inspections as per job sheets

Advise Workshop Supervisor of warranty issues with plant and equipment

Research parts required and advise the Stores Officer for ordering

Maintain plant and equipment service operation records

Undertake administration tasks as necessary to support workshop operations

Assist with Workshop housekeeping

Assist with machinery/plant cleaning

Maintain storage and stocking of products in a safe manner within the workshop

Participate in training as required

Undertake other duties as required

Undertake training of allocated staff and apprentices as required

Working with staff:

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the Supervisor

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS**QUALIFICATIONS**

- Minimum completion of secondary schooling to Year 10, further certificate qualifications in engineering would be highly regarded.
- Certificate III in Engineering Mechanical Trade (essential)

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

Council provided housing does not apply to this position.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871