



Paroo Shire Council

Position Description

Position Details

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|------------------------|-----------------------------|------------------------|-----------|
| Position Title: | Mechanic | Classification: | C |
| Location | Cunnamulla | Duration: | Ongoing |
| Department | Operations | Employment Type | Full Time |
| Reports to: | Fleet & Workshop Supervisor | Direct Reports | 0 |

Paroo Shire Council

Paroo Shire covers 47,633 sq km and is located in South West Outback Queensland. The region incorporates the towns of Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and is centrally situated on the crossroads of the Balonne and Mitchell Highways. The shire has a vast cultural diversity within its vibrant rural communities and has a population of approximately 1,600. Cunnamulla, meaning “long stretch of water”, gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Paroo Shire has an ever changing landscape, from the open Mitchell Grass flood plains in the East to the Moriaty Ranges, the opal fields and the Mulga lands to the West. It is an area rich in history, eco systems, flora and fauna. The shire is highly regarded by birdwatchers as the diverse eco-systems lend themselves to ideal habitats for many species. Main industries within the Shire are beef, fat lamb and wool production, apiary, grapes, wildlife harvesting, opal mining and the growing tourism industry.

Our Vision

- Paroo Shire Council is committed to being progressive in thought and action, where our inclusive communities provide unique places for people to live, visit and prosper.

Our Mission

- To improve Paroo Shire’s assets and amenities, act as a custodian of culture and the environment, and foster sustainable development and innovation.

Our Values

- In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following values:

- P – Pride**
- A – Accountability**
- R – Respect**
- O – Open and Transparent**
- O – Opportunities for Employment**
- S – Safety**
- C – Commitment**

The Department

The Operations Department ensures an integrated approach to the internal and external organisational services of Council and is responsible for the following functions.



The Position

Reporting directly to the Fleet & Workshop Supervisor, this role will require you to ensure efficient preventative maintenance and repairs to all Council plant and fleet. You will also be required to diagnose faults, assist in improving servicing schedules and identify concerns with plant and fleet.

This position is responsible for delivering consistent service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver. The position is also responsible for ensuring legal compliance, ethics, equity and justice for all stakeholders involved in or with our community.

Key Responsibilities

- Assist Workshop Supervisor in developing preventative maintenance and repair program.
- Ensure cost effective measures are in place to maintain plant and fleet.
- Undertake diagnosis of faults in plant and fleet and complete repair work.
- Ensure Workshop is clean, tidy and well maintained.
- Work at times with limited supervision and the ability to exercise discretion as required.
- Undertake non trade tasks as required in the Workshop.
- Job cards and daily timesheets are completed on time with record of works being carried out.
- Follow all procedures relating to your work correctly.
- Consistently complete allocated tasks within agreed timeframes.
- Undertake other tasks up to and including your competency and level.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Ensure compliance with, and demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and other policies and demonstrate appropriate behaviour for a public sector employee.

Key Skills, Experience and Qualifications

Essential

- Recognised Trade Certificate, or Certificate III in Engineering - Mechanical Trade
- Proven relevant experience with various heavy plant and fleet.
- An HR class (or above) licence.
- Demonstrated ability to operate effectively as part of a small team.
- Well-developed communication and interpersonal skills with the ability to work with a diverse range of stakeholders.
- Prior experience in the use of Microsoft Office and ability to quickly acquire working knowledge of Paroo Shire Council systems.
- Commitment and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

- Experience and / or qualification in auto electrical, air conditioning, vehicle inspection.
- Experience in mentoring Apprentices.

Additional Information

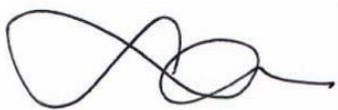
- This position operates from Council's Works Depot in Cunnamulla, however may be required to travel within the Local Government Area and work outside of standard business hours.
 - The incumbent must be prepared to work flexible hours to meet the requirements of the position, and willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
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- You must be medically fit and physically capable to meet requirements of the position, and, prepared, if required, to undertake a medical assessment by Council's medical practitioner, and or undertake a Criminal History Check.
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Approval and Acceptance of Position Description

Position Description Approved by: Sean Rice, A/Chief Executive Officer, Paroo Shire Council

Signature:

A handwritten signature in black ink, consisting of several loops and a trailing line, positioned to the right of the 'Signature:' label.

Date: 30/06/2020