



Paroo Shire Council

Position Description: Apprentice Mechanic

Position Title	Apprentice Mechanic	Classification	Certificate 3 in Heavy Commercial Vehicle Mechanical Technology
Location	Cunnamulla	Employment Type	Full Time
Department	Infrastructure	Duration	4 Years
Reports to	Fleet and Workshop Supervisor		

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 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 1600. 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 a diversity of landscapes situated in the Mulga lands bio-region of South West Queensland. It is an area rich in history, eco systems, flora and fauna. Main industries within the Shire are beef, goats, fat lamb and wool production, apiary, 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 Position

Reporting directly to the Fleet and Workshop Supervisor, we are looking for a dedicated Apprentice Mechanic to join our team. The responsibilities of the position include inspecting vehicles, performing basic repairs, ordering parts, and taking inventory. As the Mechanic Apprentice, you will be working under our experienced Mechanics to learn the trade and advance your career. Ultimately, a Mechanic Apprentice has a good understanding of mechanics and great customer service skills. This position is responsible for delivering a consistent and professional service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver.

Key Responsibilities

- Following company-created checklists to inspect and test vehicles.
- Performing standard mechanical repairs, such as changing brake pads.
- Learning repair techniques under the supervision of the Mechanic.
- Writing labour, time, and parts cost estimates.
- Testing vehicles before and after repair procedures.
- Attaching car batteries to in-shop testing devices to determine functionality.
- Maintaining the workshop and customer areas and keeping inventory areas well-organized.
- Taking engines and other car parts apart to perform inspections.
- Ordering new car parts by phone or online.

Key Skills, Experience and Qualifications

- Basic literacy and numeracy skill for Workplace Health and Safety compliancy as well as filling out timesheets
- Must be able to perform non trade tasks incidental to the work
- Ability to work under supervision



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- Maintain a high standard of workmanship
- Good time management, motivated worker
- Good communication skills, both written and verbal
- Work towards competencies required under the training plan
- Understanding of Workplace Health and Safety as well as safe work practises
- Minimum Grade 10

Additional Information

This position operates from Council's Depot in Cunnamulla, and you may be required to travel within the local Government area and work outside of standard business hours. The incumbent must be medically fit and physically capable to meet requirements of the position, and willing to participate in ongoing training activities. Should you, at any time during your appointment in this role, become ineligible to hold a C Class driver licence, you are required to advise Council immediately.

Paroo Shire Council is committed to providing high quality standards of work and opportunities. In providing an apprenticeship, it is Council's expectation that should a position be available at the completion of this training qualification, you return service for Council's investment equal to and beyond investment timeframe taken to complete the qualification.

Mandatory Requirements

Remaining compliant with legislation and Paroo Shire Council Policy you will be required to provide a current Driver Licence, National Police Check Certificate and have a Pre-Employment Health Assessment if you are successful in your application.

Approval of Position Description

Position Description Approved by: Cassandra White, Chief Executive Officer, Paroo Shire Council

Sign

Date 27th October 2020

Acceptance of Position Description

Sign

Date