



Paroo Shire Council

Date of last amendment : 10/12/2021

Mechanic / Diesel Fitter

- Trade Qualified Mechanic or Diesel Fitter
- Maintain a wide range of Vehicles and Plan
- Able to work independently or as part of a team

Performance indicators

S.no	Performance indicator	Measurement of performance indicator	Assessment period
1	Work Health and Safety	<ul style="list-style-type: none">• Model safe and healthy workplace behavior• Comply with Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies	12 months
2	Mechanical Trade Work	<ul style="list-style-type: none">• Undertake the preventative maintenance and repair program• Undertake plant and vehicle repairs as needed	6 months
3	Communication and Customer Service	<ul style="list-style-type: none">• Provide clear and open communication to your supervisor and fellow team members• Represent Council positively and professionally and comply with policies and procedures• Communicate clearly with other Council teams and community stakeholders	12 months

Other roles and responsibilities

Work Health and Safety

- 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

- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

Mechanical Trade Work

- 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.

Communication and Customer Service

- Liaise with residents regarding works activities and requests and report outcomes as required
- Provide leadership and assistance in related areas such as water and sewerage, community facilities, function centres etc

Reporting Arrangements and Delegations

- This role reports directly to the Workshop Supervisor and may be required to supervise an apprentice

General Conditions of Employment

- This position is Stream C, Level 5 and is a full time, ongoing
- This role is covered by:
- Queensland Local Government Industry (Stream C) Award – State 2017
- Paroo Shire Council – Operational Staff Certified Agreement 2018 or its successor agreement
- This position will be required to work from Paroo Shire Depot, Broad Street, Cunnamulla. You may be required to travel as part of this role and may be required to work outside of standard business hours.
- Prior to commencing this role you will require a current National Police Check Certificate and have a Pre-Employment Health Assessment if you are successful in your application.

Previous experience

Essential

- 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.
- Must be willing to obtain a Queensland Working with Children Blue Card if supervising apprentices aged under 18

Desirable

- Experience in mentoring Apprentices.

Education

Essential

- Recognised Trade Certificate, or Certificate III in Engineering - Mechanical Trade

Desirable

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