



POSITION DESCRIPTION

NORTHERN PENINSULA AREA REGIONAL COUNCIL (NPARC)

Position number		Date of last review	September 2020
Position Title	Diesel Mechanic		
Classification	Local Government Industry Award Stream C Band 2 Level 3 \$68, 148 per annum		
Division	Operations		
Section	Mechanical Workshop		
Location	Bamaga		
Position Status	Permanent Fulltime 38 hours per week		
Supervisor	Workshop Manager		

1. NPARC ORGANISATIONAL ENVIRONMENT:

Mission:

To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

Vision:

With Respect and pride we will build a future for our children based on unit, equitable self-governance, education and culture.

Responsibilities:

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerbside collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

2. PRIMARY OBJECTIVES OF THE POSITION:

To provide an effective and efficient mechanical service involving servicing, maintenance and repairs of plant, machinery and equipment; attending breakdowns; diagnosing and fault finding; supporting and mentoring fellow colleagues; adhering to all company policies, procedures and legislative requirements, and providing support and technical advice around mechanical services.

3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2019, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

5. KEY DUTIES AND RESPONSIBILITIES:

- Duties and responsibilities include but are not limited to:
- Undertake effective, efficient work practices and safety procedures for general Mechanical repairs and servicing on a wide variety of equipment.
- Carry out a risk analysis on all jobs when required.
- Assist in developing a safe work culture in the workplace
- Mechanical repairs and maintenance are carried out in a safe, timely and competent manner
- Working within a team environment in a cooperative and effective manner
- Carry out quality maintenance and repairs to all Council assets in a professional manner.
- Diagnose and repair all types of mechanical, electrical, and pneumatic system faults
- Interpret manuals and software to correctly identify spare parts and liaise with office staff to ensure parts are ordered in a timely manner
- Liaise with internal and external customers in a professional manner in accordance with customer service standards as set by the Workshop manager
- Carry out basic fabrication and welding repairs to equipment as required
- Complete all necessary documentation in relation to Council's computerised maintenance management, customer service and procurement systems
- On the job training and supervision of apprentices and other employees supporting mechanical operations and maintenance.
- Reporting of faults and defects on machinery, tooling and equipment to the workshop supervisor

6. SELECTION CRITERIA:

1. Trade qualified Automotive/ Diesel Fitter with a minimum 3 to 5 years trade experience
2. Current "C" Class Drivers Licence.
3. Proven ability to work autonomously and achieve set targets.
4. Proven ability to identify safety hazards and pro actively resolve unsafe situations.
5. Ability to organise and coordinate mechanical operations and maintenance works with internal staff, other trades and trade contractors.
6. Demonstrated ability to multitask and prioritise work to meet deadlines.
7. Practical experience and understanding of cost control and purchasing policy and procedures.
8. Sound knowledge of Workplace Health and Safety procedures appropriate to the work area.
9. Ability to operate effectively with limited direction and supervision.
10. Basic computing skills.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
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Manager Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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