



Northern Peninsula Area Regional Council

Employment Opportunity

Trade Assistant - Fleet

Employment opportunity

The Northern Peninsula Area Regional Council's mission is 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 communities.

Northern Peninsula Area Regional Council is seeking an experienced Traded Assistant to join the Operations Department Services with NPARC.

Primary Objectives:

- To provide a tyre fitting services for Council's fleet and assistance to mechanical trades employee.

In this role you will have the opportunity to:

Key Duties & Responsibilities:

- Perform every mechanical task to meet internal customer requirements in accordance with customer service standards as set by the area manager for every service and maintenance for all vehicle, road plant, tractors, in an efficient and professional manner.
- Assist ALL Council trades staff in the programmed planned maintenance and repairs of Council's vehicle fleet, mechanical equipment, motors, small plant and other machines and equipment.
- Fill in for any mechanics if/when he/she is absent from work to complete each task as required by your manager.
- Take full care and responsibility of ALL workshop tools and equipment that they are well stored, maintained and kept in a good operational condition.
- Take care of workshop consumable items efficiently and proactively submit requests or liase with other tradesman for materials replacement to maintain operational continuity.
- Complete another task as directed by the Fleet & Workshop Manager.
- Maintain good housekeeping and always clean working environment after the completion of every task.
- Store away every tool used at the end of each day to their correct location.
- Observe Council's Workplace Health and Safety and Environmental policies and procedures, comply with the Workplace Health & Safety Act 1995, Workplace Health and Safety Regulation

1997, Environmental Protection Act 1994, and the Environmental Protection Regulation (1998). Report on breaches to the OH&S procedures in the workshop and work through remedial action with employees.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- Permanent Full Time
- \$61,464 per annum, plus 10% superannuation.
- 38 hour per week position.
- 5 Weeks Annual Leave
- 10-12 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Selection Criteria:

- Current "C" Class Drivers Licence
- Experience in assistant mechanical trade work in an operations environment
- Basic knowledge of a range of industrial mechanical trade practices.
- Basic knowledge of mechanical workings, vehicle wiring, actuators and hydraulic systems and associated items.
- Ability to perform labour that may be physically demanding.
- Ability to safely use power tools and power lifting equipment.
- Basic knowledge and familiarity with Council assets and facilities.
- Practical experience and understanding of cost control and purchasing policy and procedures.
- Sound knowledge of Workplace Health and Safety procedures appropriate to the work area
- Ability to operate effectively with limited direction and supervision, apply good time management, work organisation and quality control.
- Basic computing skills

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hrmanager@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

AUSTRALIAN FIRST NATIONS APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

Applications Close: Friday May 31st, 2024.