

POSITION DESCRIPTION

Position number	TBA	Date of last review	July 2025
Position Title	Workshop Mechanic		
Award	<i>Northern Peninsula Area Regional Council Certified Agreement - 2023</i>		
Classification	Band 1 Level 4		
Division	Operations		
Section	Workshop		
Location	Mechanical Workshop - Bamaga		
Employment Type	Permanent		
Hours of Duty	38 hours per week		
Supervisor	Team Leader – Mechanical Workshop		
Direct Reports	Nil		

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, kerb-side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

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

PRIMARY OBJECTIVE OF POSITION

Maintaining and repairing a wide range of council-owned vehicles, machinery, and equipment and assist other mechanical trades as required.

KEY ACCOUNTABILITIES

1. Identifying and rectifying mechanical, electrical, and hydraulic faults in council vehicles, plant equipment, and machinery.
2. Performing scheduled servicing, including oil changes, filter replacements, and other preventative maintenance tasks.
3. Undertaking repairs to engines, transmissions, braking systems, and other components, often using specialized tools and diagnostic equipment
4. Maintaining accurate records of all work completed, including job cards, service histories, and parts inventory.
5. Ensuring all work is carried out in accordance with relevant safety standards and regulations and maintaining a clean and organized workshop.

SELECTION CRITERIA

Essential

- Relevant trade qualifications.
- Minimum of LR Class Drivers Licence
- Ability to undertake trade quality mechanic duties, with good experience and skills in tyre fitting for vehicles in the light to heavy range.
- Experience in mechanical trade work in an operational environment
- Knowledge of a range of industrial mechanical trade practices, including test and inspect engines for malfunctioning parts.
- Ability to perform labour that may be physically demanding.
- Ability to safely use power tools and power lifting equipment to assist in repair or replace worn, defective, or broken parts.

Desirable

- 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

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager 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 followed within their area of responsibility.

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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