

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	February 2026
Position Title	Workshop Mechanic		
Award	Northern Peninsula Area Regional Council Certified Agreement - 2023		
Classification	Band 2 Level 2		
Division	Operations		
Section	Workshop		
Location	Mechanical Workshop - Bamaga		
Employment Type	Full Time, Permanent		
Hours of Duty	38 hours per week		
Supervisor	Team Leader – Mechanical Workshop		
Direct Reports	Nil		

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, 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.

2. PRIMARY OBJECTIVES OF THE POSITION:

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

3. KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to;

1. *Diagnostic & Technical Repair:* Identify and rectify complex mechanical, electrical, and hydraulic faults across Council's light vehicle fleet, heavy plant, and specialized machinery to minimize downtime and ensure operational readiness.
2. *Preventative Maintenance:* Execute comprehensive scheduled servicing and preventative maintenance programs, including fluid management and component inspections, to extend asset lifecycles and ensure fleet reliability.
3. *Major Component Overhaul:* Perform high-level repairs and overhauls on engines, transmissions, braking systems, and drivetrain components utilizing advanced diagnostic software and specialized tooling.

4. *Digital Workflow & Work Orders*: Proactively manage and update all assigned mechanical tasks within the Mentor system, ensuring real-time accuracy of work orders, labour hours, and status updates.
5. *Documentation & Asset Management*: Maintain meticulous digital and physical records, including detailed job cards, service histories, and parts inventory logs, to ensure data integrity within the Mentor system.
6. *Safety & Operational Compliance*: Uphold stringent Workplace Health and Safety (WHS) standards by maintaining a compliant workshop environment and ensuring all repairs meet Australian regulatory and manufacturer specifications.

4. **SELECTION CRITERIA:**

Essential

- *Trade Qualification*: Possession of a current Certificate III in Heavy Commercial Vehicle Mechanical Technology (or equivalent) and a current Queensland Class C Driver's Licence (HC or HR highly desirable).
- *Technical Expertise*: Demonstrated experience in the diagnosis, repair, and maintenance of a diverse range of assets, including light vehicles, heavy plant equipment, and hydraulic systems.
- *Digital Proficiency & Workflow Management*: Proven ability to use digital work order systems (e.g., Mentor) to track tasks, record labour hours, and provide real-time updates on mechanical jobs assigned.
- *Administrative Accuracy*: High-level skills in maintaining accurate service records, job cards, and parts inventory to support fleet management and budget reporting.
- *Safety & Communication*: A strong commitment to Workplace Health and Safety (WHS) and the ability to communicate effectively with team members and internal stakeholders in a remote community environment.
- **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

5.. **Key Performance Indicators**

. Technical Reliability & Operational Readiness

- *Asset Availability*: Maintain a minimum 90% uptime for the critical fleet (rubbish trucks, and heavy plant) to ensure uninterrupted community services.
- *First-Time Fix Rate*: Achieve a >95% success rate on repairs and overhauls to minimize rework and ensure compliance with Australian regulatory standards.
- *Mean Time to Repair (MTTR)*: Reduction in average downtime for "unplanned" breakdowns through efficient diagnostic software usage.

2. Preventative Maintenance & Lifecycle Management

- *PM Schedule Adherence*: 100% completion of scheduled servicing and fluid management within the manufacturer's specified timeframes or hours.

- *Asset Longevity*: Evidence of extended asset lifecycles through meticulous component inspections and preventative overhauls.

3. Digital Proficiency & Admin Accuracy

- *Mentor System Integrity*: 100% of work orders, labour hours, and status updates entered into the Mentor system with real-time accuracy.
- *Documentation Compliance*: Zero discrepancies between physical parts inventory and digital logs during monthly audits.

4. Safety & Workplace Health (WHS)

- *Safety Compliance*: 100% adherence to Workplace Health and Safety Queensland standards, including a hazard-free workshop and correct PPE usage.
- *Incident Reporting*: Zero "Lost Time Injuries" (LTIs) and immediate reporting of all near-misses or mechanical safety risks.

5. Financial & Community Responsibility

- *Cost Control*: Adherence to the NPARC Procurement Policy regarding parts ordering and resource use.
- *Collaboration*: Consistent positive feedback from internal stakeholders and team members regarding communication in the remote community environment.

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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