

POSITION DESCRIPTION

Job Title	Mechanic
Organisational Context	Aurukun Shire Council is an Indigenous community of about 1450 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments
Department	Technical Services
Award & Classification Level	Queensland Local Government Industry (Stream C) Award – State 2017 Division 2, Section 2 Engineering & Electrical/Electronic Services – C10
Location	Aurukun
Reports to	Workshop Supervisor
Position Scope	This position has some direct contact with members of the community and Council staff
Employees Supervised	Trades Assistants/Apprentices as required to meet work objectives.
Job Role & Key Objective/s	<p>To assist the Workshop Supervisor in effective management of the workshop including supervision of personnel and allocation of resources in relation to maintenance and repairs of Council’s plant and equipment.</p> <p>The position is based in an aboriginal community and requires cultural awareness and sensitivity to aboriginal issues</p>
Selection Criteria	<ul style="list-style-type: none"> • Must have a current manual Driver’s Licence and relevant trade qualifications. • Experience in the hands-on maintenance of a range of vehicles and plant machinery • Ability to work with minimal supervision, independently and as part of a team to achieve positive outcomes. • Strong interpersonal and communication skills. • Computer literacy particularly in aspects of the Microsoft Office Suite of programs is desirable. • A general understanding of local government operations and procedures. • Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people. • Capacity to demonstrate commitment to interact positively in a remote Aboriginal community.

<p>Duties & Responsibilities</p>	<p>Operational Management</p> <ul style="list-style-type: none"> • Assist with management and supervision of maintenance and repairs of Council's plant equipment. • Assist with allocation of appropriate labour, plant and equipment to achieve operational objectives. • Assist with monitoring plant performance and maintaining plant replacement schedules. • Actively support operational strategies and performance measures relating to the Technical Services department to achieve organisational goals. • Assist with management of the safe and effective operation of the workshop facility. • Maintain and service Council's plant fleet as directed by the Workshop Supervisor. <p>Risk Management</p> <ul style="list-style-type: none"> • Assist with the evaluation of risk in the relevant work areas. • Assist with the development of risk management plans and implement control measures to minimise risk. • Use correct protective equipment and ensure that all equipment is in good order. • Assist with inductions into the workplace as directed by the Workshop Supervisor. <p>People Management</p> <ul style="list-style-type: none"> • Supervise allocated staff to achieve work goals and objectives of the department. • Provide training and support to trainees and apprentices as and when required. • Participate in annual performance appraisals of all staff in the department, in accordance with Council's Performance Management System. • Ensure that allocated staff carry out their duties in accordance with the directions if the Workshop Supervisor. <p>General</p> <ul style="list-style-type: none"> • Development of a strong customer service standard in Council. • Undertake other duties as directed or required by the Workshop Supervisor under the context of this position. • Assist the Workshop Supervisor to collate information, prepare quarterly reports and develop plant replacement scheduled.
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Key Performance Indicators	<ol style="list-style-type: none"> 1. Timely and cost-effective completion of tasks as agreed with Supervisor. 2. Quality results...less than one (1) rework per month 3. Demonstrates safe work practices. 4. Mentoring and training if local staff and apprentices as required. 5. Effective communication including demonstrating cultural sensitivity. 6. Assist in Risk assessment and suggested control methods to control risk in the workplace. 7. Excellent time management skills – completing work in a timely manner and communicating accurate time frames to Customers and Council employees. 8. Identify and report any maintenance issues related to the Council fleet and assist with the scheduling of maintenance. 9. Identify and suggest any improvements to council's maintenance program 10. Continual improvement – keeping current with all changes in the upkeep of fleet of vehicles and suggest any training that may be required to ensure currency and appropriateness of skills.
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I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____