



# Carrathool Shire Council

## POSITION DESCRIPTION

### Plant Mechanic South

<b>DIRECTORATE</b>	<b>INFRASTRUCTURE SERVICES</b>
<b>REPORTS TO</b>	<b>MECHANIC IN CHARGE</b>
<b>CLASSIFICATION</b>	<b>BAND 2 LEVEL 2</b>
<b>GRADE WITHIN SALARY STRUCTURE</b>	<b>12</b>
<b>STATUS OF EMPLOYMENT</b>	<b>PERMANENT</b>
<b>HOURS OF WORK</b>	<b>38</b>
<b>POSITION CODE</b>	<b>4112</b>
<b>DATE APPROVED</b>	<b>25 JANUARY 2024</b>

### Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

### Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

### Primary purpose of the position

The Plant Mechanic is responsible for the efficient and effective maintenance and servicing of Council's plant and fleet to industry standards. This includes both in the field and in workshop repairs and servicing of small and heavy plant in Council's fleet.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Carry out servicing, maintenance and repairs on all Council plant, equipment, machinery and vehicles as directed.
- Diagnose faults in machinery/vehicles systems and rectify promptly.
- Repair and gas air conditioners where licenced.
- Diagnose hydraulic and pneumatic system processes and repair or modify if required.
- Diagnose and repair electrical components including computerised technology as required and where appropriately trained.
- Undertake metal fabrication to manufacture specialised equipment and components as required.
- Undertake testing and tagging of all plug in type electrical appliances in accordance with Australian Standards AS/NZS 3760:2010, where licenced.
- Undertake vehicle registration processes including on-line vehicle safety checks.
- General housekeeping ensuring that all tools and equipment not in use are returned to correct storage locations, all vehicles and equipment are returned to drivers/operators in as clean or better condition than when received at the workshop and accurate records are kept of all time spent working on plant and equipment on daily running sheets and timesheets.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## Organisational accountabilities and responsibilities

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<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Ensure an efficient, courteous and professional service to internal and external customers at all times.</li><li>• Always present a positive image of Council.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Carry out work in line with relevant legislative requirements, codes, practices, and standards.</li><li>• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.</li><li>• Take responsibility for and manage own work and contribute to a productive work environment.</li><li>• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.</li><li>• Ensure accurate and timely record keeping in accordance with Council's requirements.</li></ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"><li>• Perform work in accordance with WHS Legislation and Council's policies and procedures.</li><li>• Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor.</li><li>• Contribute to work health and safety of self and others.</li><li>• Attend and participate in all training as directed.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>• Assist Council supervisors and managers in identifying and assessing hazards at the workplace.</li><li>• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.</li><li>• Do not interfere or misuse any safety device or equipment which has been provided.</li></ul>
<b>Environmental</b>	<ul style="list-style-type: none"><li>• Consider the protection of the environment when undertaking Council activities.</li></ul>

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## Key relationships

Internal	External
Manager Fleet & Town Services	Contractors
Fleet & Depot Supervisor	
Mechanic in Charge	
Other staff	

## Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

## Essential requirements





1. Certificate III qualification for the relevant class of repair work (Automotive - Heavy Commercial Vehicle Mechanical Technology) or equivalent.
2. Licensed by the Motor Vehicle Repair Industry Authority NSW (Motor Repairer Tradesperson Certificate) as a mechanic.
3. Working understanding of automotive engineering techniques and practices.
4. Class HR driver's licence.
5. Basic understanding of hydraulic systems.
6. Basic understanding of 134A gas.
7. Strong practical focus to the solution of maintenance and repair problems.
8. Basic understanding of traffic control and public safety procedures.

## Desirable requirements

1. National Refrigerant Handling Licence.
2. Certificate II Automotive Air Conditioning Technology.
3. In-service Testing of Electrical Equipment.
4. Authorised Inspection Station Examiner (Heavy or Light Vehicle).

## Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Intermediate</b>	<b>1</b>
	Display Resilience and Adaptability	Intermediate	2
	Act with Integrity and Courage	Foundational	4
	Demonstrate Accountability	Intermediate	3
	Communicate and Engage	Foundational	3
 <b>Relationships</b>	Community and Customer Focus	Foundational	2
	<b>Work Collaboratively</b>	<b>Intermediate</b>	<b>1</b>
	Influence and Negotiate	Foundational	4
	<b>Plan and Prioritise</b>	<b>Intermediate</b>	<b>1</b>
 <b>Results</b>	Think and Solve Problems	Intermediate	3
	Create and Innovate	Foundational	4
	Deliver Quality Results	Intermediate	2
 <b>Resources</b>	Finance	Foundational	3
	<b>Assets, Tools and Resources</b>	<b>Intermediate</b>	<b>1</b>
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

## Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Council's Capability framework.

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p><b>Personal Attributes</b> Manage Self</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of what needs to be done and steps up to do it</li> <li>• Pursues own and team goals with drive and commitment</li> <li>• Demonstrates awareness of own strengths and weaknesses</li> <li>• Asks for feedback from colleagues and other stakeholders</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>
 <p><b>Relationships</b> Work Collaboratively</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
 <p><b>Results</b> Plan and Prioritise</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> <li>• Manages time appropriately</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
 <p><b>Resources</b> Assets, Tools &amp; Resources</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> <li>• Supervises and supports the responsible use of assets in line with policy and procedures</li> <li>• Maintains accurate information and data that contributes to efficient and effective management of assets</li> <li>• Identifies asset management risks and improvement opportunities and matters for escalation</li> <li>• Ensures others understand, their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

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<b>Step 1 (Entry Level) Essential Criteria</b>	<ul style="list-style-type: none"><li>• Certificate III qualification for the relevant class of repair work (Automotive - Heavy Commercial Vehicle Mechanical Technology) or equivalent.</li><li>• Licensed by the Motor Vehicle Repair Industry Authority NSW (Motor Repairer Tradesperson Certificate) as a mechanic.</li><li>• Working understanding of automotive engineering techniques and practices.</li><li>• Class HR driver's licence.</li><li>• Basic understanding of hydraulic systems.</li><li>• Basic understanding of 134A gas.</li><li>• Strong practical focus to the solution of maintenance and repair problems.</li><li>• Basic understanding of traffic control and public safety procedures.</li></ul>
<b>Step 2</b>	<ul style="list-style-type: none"><li>• Prerequisites from Step 1 plus:</li><li>• Council's general induction completed.</li><li>• Attainment of Enter and Work in Confined Spaces accreditation.</li><li>• Demonstrated ability to maintain and repair small plant such as Mowers, edgers and pumps.</li><li>• Demonstrates Stream 1 Capabilities.</li></ul>
<b>Step 3</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1 and 2 plus:</li><li>• Demonstrated ability to maintain Councils plant as per scheduling requirements.</li><li>• Competent use of Fabrication tools and equipment such as mig/tig/stick welder, plasma cutter, folding and bending machinery.</li><li>• In-service Testing of Electrical Equipment.</li><li>• Demonstrates Stream 1 and 2 Capabilities.</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1, 2 and 3 plus:</li><li>• Demonstrated ability to accurately identify and sources required tools and parts.</li><li>• Attainment of Forklift Licence.</li><li>• Demonstrates Stream 1, 2 and 3 Capabilities.</li></ul>
<b>Step 5</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1, 2, 3 and 4 plus:</li><li>• Attainment of National Refrigerant Handling Licence.</li><li>• Attainment of certificate II Automotive Air Conditioning Technology.</li><li>• In-service Testing of Electrical Equipment.</li><li>• Authorised Inspection Station Examiner (Heavy or Light Vehicle).</li><li>• Demonstrates Stream 1, 2, 3 and 4 Capabilities.</li></ul>

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## Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

## Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_