

POSITION DESCRIPTION		
Position Title: Apprentice Mechanic	Classification: As per Award Apprentice	Position Number: BHCC-GAR-03
Group/Area: Infrastructure Operations – Garage	Reports to: Plant & Fleet Coordinator	Hours per week: 38
<p>Our Organisation:</p> <p>Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p>Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p>Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork</p>		
<p>Position Purpose: The Apprentice Mechanic is required to successfully undertake all designated work tasks and successfully complete the required competencies at TAFE to achieve their apprenticeship within the specified period for the apprenticeship (4 years).</p>		
<p>Special Requirements:</p> <ul style="list-style-type: none"> • Certificate III in Heavy Commercial Vehicle Mechanical Technology – AUR 31120-01 TAFE Course • Must be available to work weekends, public holidays, and school holidays as required • Hours can be rostered over a 7-day period (Monday – Sunday) 		
<p>Key Stakeholders:</p> <ul style="list-style-type: none"> • Manager Infrastructure Operations • Plant & Fleet Coordinator • Waste Services Coordinator • Roads Coordinator • Coordinator Parks & Open Spaces • Leading Hand Trades • Asset Management Staff • Administration Officer • Other Council Employees • Community Members • Local Government Agencies • Local Industry Businesses 		
<p>Reporting Lines:</p> <p>This position reports to the Plant & Fleet Coordinator.</p> <p>There are no direct reports to this position.</p>		

Accountabilities

You will use your professional skills and experience to fulfil the following key responsibilities:

- Maintain a clean & safe workplace as required.
- Assist in maintaining and repairing Council's Plant, Fleet and Equipment.
- Learn to use various power, pneumatic & battery-operated tools safely and efficiently.
- Learn to use a lathe, press, grinding and drilling machines safely and efficiently.
- Learn to use vehicle hoists safely and efficiently.
- Assist with record keeping.
- Assist with acquiring quotes for ordering parts and services.
- Assist with Council's vehicle registration processes.
- Assist with conducting safety checks and pre starts of vehicles.
- Complete timesheets within a timely manner.
- Communicate with all internal and external stakeholders.
- Commit to becoming familiar with Council's electronic systems including Navman GPS system.
- Attend TAFE as required.
- Undertake other duties within the employee's skills, competency and training as required.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted, and consideration is given to customer viewpoint and sensitivities surrounding decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Always act courteously and professionally towards customers
- Manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will assist Council to meet Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a teamwork approach by:

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence, and training.

Employees shall have reasonable and equitable access to education and training to enable them to acquire the range of skills they required for positions.

Position and Person Specification

Essential

- Secondary School Certificate or equivalent.
- Current NSW Class C Driver's License (minimum provisional license) or ability to obtain.
- Genuine interest in pursuing a career as a mechanic in Council's Infrastructure team.
- Good literacy and numeracy skills.
- Good written and oral communication skills.
- Basic knowledge in use of computers & internet systems.
- Commitment to being a team player.
- Demonstrated commitment to a customer service culture and delivery of quality service.

- Acquire and maintain relevant competencies/ skills/ training to ensure work is conducted efficiently and in a safe manner e.g. Work Cover White Card, Working at heights, Forklift licence, etc.

Desirable

- Knowledge, identification, and previous use of general hand tools.
- Work experience in a mechanical or engineering environment.

Acceptance of Position Description

Approved: General Manager

Signature:



Date: 13/12/2024

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee Name

Signature:

Date: