

<b>POSITION DESCRIPTION</b>		
<b>Position Title:</b> Mechanic	<b>Classification:</b> Band 2 Level 1 Grade 10	<b>Position Number:</b> BHCC-GAR-02
<b>Group/Area:</b> Infrastructure Operations/Trades	<b>Reports to:</b> Plant & Fleet Coordinator	<b>Hours per week:</b> 38
<b>Our Organisation:</b>		
<p><b>Vision:</b> Broken Hill Is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p><b>Mission:</b> Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p><b>Our Values:</b> Accountability, Pride, Perseverance, Courage &amp; Honesty, Teamwork</p>		
<b>Position Purpose:</b>		
To conduct mechanical duties for heavy vehicles, light vehicles and plant to ensure Council's transport fleet, plant and associated equipment is maintained to a safe, efficient and serviceable condition.		
<b>Special Requirements:</b> Some travel and out of hours work are required		
<b>Key Stakeholders:</b>		
<ul style="list-style-type: none"><li>• Director Infrastructure and Environment</li><li>• Plant &amp; Fleet Coordinator</li><li>• Manager Infrastructure Operations</li><li>• Waste Management Coordinator</li><li>• Roads Coordinator</li><li>• Parks Coordinator</li><li>• Other Council Departments</li><li>• Employees</li></ul>		
<b>Reporting Lines:</b>		
<ul style="list-style-type: none"><li>• This position reports to the Plant &amp; Fleet Coordinator</li><li>• The position does not have any direct reports</li></ul>		
<b>Accountabilities</b>		
<b>You will use your professional skills and experience to fulfil the following key responsibilities:</b>		
<p>Maintain and repair vehicles, plant and equipment, including:</p> <ul style="list-style-type: none"><li>• Maintenance and repair of all vehicles, plant and equipment are carried out in an efficient and effective manner to industry standard – with minimal down time.</li><li>• Maintenance, repairs and servicing are performed in accordance with manufacturer's specifications and council policies and procedures.</li></ul>		

- Maximise utilisation of plant and equipment by keeping it in good working order.
- Schedule and prioritise works to ensure that major plant items downtime is kept to a minimum.
- Preventative maintenance work is undertaken to minimise running costs.
- Provide specialist advice of a technical nature in area of responsibility.
- Ensure effective procurement in accordance with council policy and procedures and through effective ordering and replacement of parts including:
  - Adequate stock levels are maintained
  - Parts are sourced and costed prior to ordering
  - Spare parts replaced as used
  - Purchase parts using the relevant Parts Manual and/or Online Inventory Directories.
- Effectively and efficiently use tools and equipment with care to ensure minimum loss or damage.
- Undertake or organise requisitions, safety checks, inspections of vehicles.
- Utilise metal fabrication techniques including welding, oxy cutting, drilling to maintain plant, fleet or equipment as required.
- Liaise effectively with managers, team leaders and other internal customers for the repair and maintenance of vehicles, plant and equipment.
- Maintain clean and safe workplace.
- Maintaining administrative and clerical tasks associated with plant maintenance including updating Councils Asset/Plant Database register/system including:
  - All service repairs recorded electronically
  - Keep current records up to date
  - Make new record when plant is replaced in liaison with Management Accountant
  - Keep records for Insurance accidents or damage
  - Keep records for WHS and RMS audits
  - Fill out and file all Council weekly plant service and fault report records
- Completing timesheets and plants sheets accurately and on time.
- Provide leadership and supervision for workshop employees if directed by the Plant & Fleet Coordinator.
- Undertake duties in any assigned location as required.
- Inducting new plant operators appropriately and ensuring site inductions are performed prior to site entry.
- Utilise modern technology to ensure efficiencies in operations.
- Work collaboratively with all team members to identify solutions to complex tasks.
- Undertake other duties within employees' 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 particular

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 perception.
- 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.
- Being recognised for having a professional attitude towards customer.
- Having an ability to 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:**

- Ensuring a whole-of-Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through the efficient and effective use of resources.
- Assess and monitor work performance daily and report any downtime issues to the Plant & Fleet Coordinator.
- Initiating and implementing without delay efficiency strategies for your area of responsibility.

**You will adopt a teamwork approach by:**

- Performing an active role within the mechanics 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 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 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 Councils 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. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

#### **Selection Criteria**

##### **Essential**

- Motor Vehicle Tradesperson Certificate or ability to obtain
- Current Class C Drivers Licence
- Current WorkCover Construction Induction Card (White)
- Extensively demonstrated relevant work experience
- Demonstrated commitment to a customer service culture and delivery of quality service

##### **Desirable**

- Current NSW MR and/or HR Licences
- RMS Motor Vehicle Examiner Qualification
- Current First Aid Certificate
- Current Traffic Control Tickets
- Current Confined Spaces Tickets
- Current Forklift licence
- Understanding of Australian Business Excellence philosophy and commitment to continuous improvement

#### **Acceptance of Position Description**

<b>Approved:</b> General Manager	<b>Signature:</b> 	<b>Date:</b> 10 / 03 /2022
<b>Accepted:</b> Employee	<b>Signature:</b>	<b>Date:</b> / /2022

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