

APPRENTICE MOTOR MECHANIC

CLASSIFICATION: National Training Wage

OCCUPANT: Vacant

DATE: January 2023

POSITION CONTEXT & OBJECTIVE(S):

To maintain Council's Plant Fleet to high mechanical and safety standards in a timely and efficient manner

KEY RESPONSIBILITIES AND DUTIES:

1. Assist in repair and maintenance of heavy plant, light fleet vehicles, light machinery, minor and associated equipment to meet specified standards, timeframes and in the most cost effective manner according to maintenance schedules.
2. To operate plant/equipment efficiently and safely to ensure satisfactory completion of assigned duties.
3. Assure quality of work is performed to a high standard in accordance with expected standards.
4. To comply with Councils procedures and practices with respect to Health and Safety, personnel practices and conditions of employment.
5. Complete study and on job components to meet qualification requirements for Cert 3 in Light Vehicle Mechanical Technology, which includes travel for training purposes.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Demonstrated interest/experience in working in motor mechanics.
2. Ability to work effectively in a team environment.
3. Willingness to learn new skills.
4. Strength and stamina required as working with heavy tools and materials.
5. Knowledge of safety issues relevant to mechanical operations, and strong commitment to safe working practices.
6. Sound and verbal communication and interpersonal skills.
7. Sound literacy and numeracy skills.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

NO

ORGANISATIONAL RELATIONSHIPS:

Reports to: Team Leader of Fleet Management

Supervises: Nil

Internal Contacts: Workshop mechanics, depot operations staff, other Council staff.

External Contacts: As required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To be able to undertake tasks with supervision, in a timely manner.
- Ability to work under routine supervision, individually or within a team environment.
- Ability to evaluate alternative directions of action for consideration.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

APPRENTICE MOTOR MECHANIC

- Understand and observe the risk management policy and related procedures

JUDGEMENT AND DECISION MAKING:

- Nature of the work is clearly defined with established procedures well understood or clearly documented.
- Guidance and advice is always available.
- Ability to assess workplace situations and identify any hazards or potential risks, and promptly raise with team members and staff within the depot.

SPECIALIST KNOWLEDGE AND SKILLS:

- Assistant to skilled employees.
- Basic motor mechanic maintenance

MANAGEMENT SKILLS:

- Skills to achieve objectives within a timetable.

INTERPERSONAL SKILLS:

- Good level of written and verbal communication skills/computer skills
- Adaptability and flexibility.
- Ability to work in a team situation.
- Ability to work under instruction and take guidance.
- Ability to accurately complete job cards and timesheets.
- Comply with Warrnambool City Council's, 'Staff Code of Conduct' when dealing with internal and external staff and public.

QUALIFICATIONS AND EXPERIENCE:

- Willingness to undertake a certificate / qualification in Motor Mechanics.
- To hold a basic understanding of small and medium motor operations.
- Desirably hold a current driver's license/heavy vehicle license

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL