



SHIRE OF KENT POSITION DESCRIPTION

Position Title:	MECHANIC - SERVICEMAN
Name:	
Department:	Public Works and Services
Award:	Outside Staff EBA
Position Classification Level:	Level 6 (depending on qualifications and experience)
Reports To:	Leading Hand / Works Manager
Supervises:	N/A
Position Summary and Objectives:	<ul style="list-style-type: none"> – <i>Responsible for the maintenance and repair of the Shire's fleet of plant, vehicles and equipment to a high standard.</i> – <i>Ensure plant maintenance program and repairs are carried out efficiently, effectively, to a high standard and on time, to ensure Works crew can achieve road construction and maintenance program objectives.</i>
Duties and Responsibilities:	<p>Plant Maintenance and Repair Program:</p> <ul style="list-style-type: none"> • Establish a documented service and maintenance programme as per manufacturer's guidelines to ensure maximum plant life. • Ensure that all plant, vehicles, equipment and tools are maintained in a safe and operational manner, including tyres, as per workplace safety and health regulations. • Perform necessary repairs in the workshop and the field to machinery that has broken down. • Liaise with the Works Manager re availability of plant for service. • Communicate daily maintenance programme and requirements for plant, vehicles and equipment to staff operating machinery. • Order or obtain quotes for all parts and equipment required to carry out repairs and services, ensuring adequate supplies of commonly used parts maintained in stock. • Advise Works Manager of any issues with equipment needing repair or replacement and liaise with Works Manager and CEO where necessary. • Perform any welding repairs and minor steel fabrication required. • Assist with repair and maintenance of water, bore pumps and reticulation equipment is maintained <p>Workshop Maintenance and Record Keeping</p> <ul style="list-style-type: none"> • Maintain workshop and the store room in a clean, tidy and safe manner, ensuring all PPE and safety requirements are adhered to in the workshop (eg hearing and eye protection) • Produce and maintain electronic plant repair reports, maintenance and



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	<p>inventory records.</p> <ul style="list-style-type: none"> • Maintain workshop manuals and prepare monthly service and maintenance reports for Council Meetings. <p>Plant Operating / Labouring / General Duties:</p> <ul style="list-style-type: none"> • Perform any labouring duties/activities required as part of the Works Crew. • Provide relief for any other team member operating other plant or driving trucks safely, as per skills, competence and licences held. • Operate any machinery or tools with care and in the correct manner as instructed and perform routine plant maintenance duties as required. <p>Behaviour and conduct:</p> <ul style="list-style-type: none"> • Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct. • Contribute positively to the team and support the team's efforts • Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program. <p>Occupational Health and Safety and Risk Management</p> <ul style="list-style-type: none"> • Comply with the Shire's Risk Management and OHS procedures • Actively participate in the Continuous Improvement Program. • Take responsibility for your own health, safety and fitness at work • Perform work in a safe and healthy manner and abide by all Shire and legislative safe work procedures, instructions and Injury and Safety Management Practices. • Store and maintain safety items or equipment in the proper manner, as instructed. • Ensure your actions do not endanger others in the workplace. • Correct or report unsafe situations and use safety equipment and devices as specified. • Participate in all safety activities to ensure the safety and health of staff is maintained.
Level of Authority:	<ul style="list-style-type: none"> • Plan and schedule plant maintenance programs • Accurately follow instructions and perform work as directed. • Authorised to purchase parts and supplies up to \$2,000, in accordance with the Shire's purchasing policy. All orders above \$2,000 to be countersigned by CEO or DCEO. • Work effectively within the team to achieve objectives. • Liaise with supervisor, team, CEO/Deputy CEO and general public.
Required Skills and Attributes to perform this role:	<p>General</p> <ul style="list-style-type: none"> ✓ Ability to physically perform duties as outlined above (and willingness to perform a Medical Examination to confirm)



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	<p>Experience and Knowledge</p> <p>Essential</p> <ul style="list-style-type: none"> ✓ Possession of a Certificate in Diesel Mechanics (Heavy Duty) and a trade certificate in Automotive Mechanics ✓ Possession of a current HR (or HC preferred) truck licence. ✓ Demonstrated understanding of Occupational Safety and Health principles and how to work within Equal Opportunity requirements ✓ Demonstrated knowledge and skills in the maintenance and repair of road plant and machinery. ✓ Demonstrated knowledge and skills in the maintenance and repair of horticultural hand tools and small machinery. <p>Skills, Abilities and Qualities</p> <ul style="list-style-type: none"> ✓ Diagnostic and problem solving skills and experience. ✓ Basic time management and organisational skills ✓ Sound written communication skills suitable for report writing. ✓ Developing interpersonal and public relation skills to be able to communicate with the public. ✓ Ability to effectively communicate and work well as part of a team ✓ A desire to fully complete tasks to a high standard and show initiative in the workplace and be a “self-starter”.
Desirable Skills:	<ul style="list-style-type: none"> ✓ Welding qualifications and experience. ✓ Automotive electrician qualification and/or experience. ✓ Demonstrated knowledge in the use and maintenance of ✓ Working knowledge of road construction activities and process. ✓ Previous experience working at a local government in the Works Section.
Acknowledgement and Agreement:	Incumbent Signature:
	Date:
	Manager Signature:
	Manager Name: _____
	Date: