



Position Description

Position:	Apprentice Heavy Diesel Mechanic
Department:	Engineering Services
Classification:	Operational Band, Level 1 T2 minimum dependent on qualifications and/or age, Local Government (State) Award.
Allowances:	Course Vehicle Travelling Course Accommodation Course Fees Course Sustenance
Hours of Duty:	9-day fortnight, 38-hour week, 6:00 am start 3:30 pm finish, 1 hour lunch, Employment is for the period of indenture and continued employment after completion of apprenticeship is not guaranteed.
Annual Leave:	4 weeks
Responsible Officer:	Divisional Manager Engineering Services
Immediate Supervisor:	Workshop Coordinator
Contacts:	Staff and Management

Qualifications and Experience:

Essential:

School Certificate
Class C Motor Vehicle Driver's Licence (To be obtained as soon as practical – within 3 months of appointment)

Desirable:

High School Certificate

All employees are required to cooperate and comply with Council's WH &S Policy and programs to ensure their own health and safety and the health and safety of others in the workplace.

Position Objectives:

- The position of Apprentice Heavy Diesel Mechanic is one (1) within a team of workers maintaining and repairing Council's plant and equipment.
- It is a requirement of the position that the successful applicant be able to work together in a team environment and on an individual basis and go about their work and training with a minimum of problems and the utmost efficiency.

Duties:

- Be aware of plant and equipment capabilities.
- Ensure plant, equipment and machinery is fully operative and in safe working order and always operated in a safe and legal way in accordance with all relevant Acts.
- Ensure that all safety equipment and clothing is used where required in the correct manner.
- Liaise with immediate Supervisor with regard to daily and weekly works.
- Organise daily plant and material requirements, organise stores requisitions.
- Ensure that all work sites are left in a neat, tidy and safe condition.
- Prepare insurance reports as required.
- Attend plant schools, seminars, training sessions associated with the position if required.
- Ensure that there is no wastage or misuse of resources.
- Carry out other duties as required by the Divisional Manager Engineering Services and/or Workshop Coordinator.

Customer Service

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers.
- Work cooperatively with other organisations.

WH & S

- Take reasonable care for the health and safety of themselves and others.
- Cooperate and comply with Council's WH & S Policy and program.
- Report all incidents, accidents, illnesses and any risks to health and safety.
- Ensure that all dealings with internal and external customers are undertaken fairly and without discrimination.
- Ensure that all information is dealt with in accordance with the Privacy Act.

Physical demands:

The position holder is required to be physically fit as they are likely to be exposed to a range of outdoor activities and also prolonged sitting, close eye work; dealing with the public; meeting deadlines.

Position Skill Descriptors:

Authority and accountability: Completion of basic tasks with work closely monitored by the team leader or supervisor.

Judgement and problem solving: Judgement is limited and coordinated by other workers.

Specialist knowledge and skills: Specialist knowledge and skills are obtained through on-the-job training and council based induction training. Off the job training may lead to trade, technical or professional qualifications.

Management skills: Not required.

Interpersonal skills: Limited to communications with other staff and possibly, with the public.

Qualifications and experience: Completion of School Certificate or the Higher School Certificate may be sought. Completion of an appropriate labour market program or similar short-term work/skills experience is desirable.

In particular the following skills apply to this position:

Knowledge:

1. Display a knowledge and understanding of the job and the role and context within which the work is performed.
2. Ability to respond appropriately to people and situations of potential conflict and maintain a commitment to confidentiality of information.
3. Understanding of WH&S Act, EEO Legislation and Privacy and Personal Information Protection Act.
4. Customer service principles.
5. Basic computer literacy.

Personal Management Skills:

1. Ability to provide excellent customer service, including dealing with a diverse range of customers.
2. Commitment to continuous professional development.
5. High level of personal initiative.
6. Ability to prioritise effectively and meet deadlines.
7. Ability to supervise.

Teamwork:

1. Work effectively within a collaborative team environment.
2. Work cooperatively with other Council teams.
3. Contribute to team performance through constructive comments on matters relating to the team.
4. Contribute to training of other team members in specialised skills.
5. Multi-skill across positions.

Development Opportunities Can Include**Experience**

- Participate in working party.
- Work on projects outside your immediate work area.

Individual Research

- Network.
- Research and read current relevant information.
- Attend meetings.
- Mentoring.
- Find out what is happening elsewhere within the organisation.

On The Job

- Join a professional organisation.
- Ask for feedback on work.
- Participate in discussion groups.
- Talk with people who have skills and knowledge you would like to develop.

Formal Training

- Formal on the job training.
- Enrol in an external course.
- Attend relevant short courses.
- Participate in seminar programs.

Key Accountabilities:

- Adherence to authorised working hours.
- Adherence to adopted safe working practices.
- Adherence to adopted works specifications.
- Control of plant and materials under direct control of the Apprentice Heavy Diesel Mechanic.
- Adherence to adopted policies of Council.
- Carry out duties as instructed.
- Report any problems with plant and equipment, mechanical or otherwise, to the Workshop Coordinator.
- Demonstration of good driving/operating and low maintenance record for plant operated.
- Advise Foreman if unable to attend or complete work or training.
- Ensure all records are maintained.
- Ensure harmonious and productive relationships exist with the Council staff.
- Promote a positive image of Council.
- Processing of time, plant and contractor sheets.
- Attend Mechanic Trade Certificate Course at an appropriate college of TAFE.

Output Measures:

- Standard of workmanship.
- Accurate presentation of time, plant and contractor and sheets.
- Number of work safety incidents.
- Maintenance record of plant operated.
- Record of staff matters.
- Ability to operate plant and equipment competently and efficiently.
- Attendance record.
- Quality of work performance.
- Presentation.
- Suitable progression through the Heavy Diesel Mechanic Certificate Course at an appropriate college of TAFE.

Authorities of the Position:

Expenditure:	Requisition of materials, tools and minor plant
Administrative:	Time, Plant and Contractor sheets
Personnel:	Nil