



Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Apprentice Mechanic (Certificate III in Automotive Technology)		
Award:	<i>Queensland Local Government Industry Award - State 2020 (MA000112)</i>		
Employment Type:	Full-Time		
Reports to:	Mechanical Supervisor		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	19 th June 2026

POSITION OBJECTIVE

The Apprentice Mechanic will undertake a structured apprenticeship to gain the skills, knowledge, experience required to become a qualified tradesperson in automotive mechanical technology.

The role supports Council's commitment to developing local trade pathways by combining on the job training with formal study through a Registered Training Organisation (RTO).

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A community of opportunity

Our Purpose

Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

Training and Development:

- Participate in and complete all requirements of a Certificate III in Automotive Technology (or equivalent qualification).
- Attend and engage in all formal training, including online, workplace, and/or face to face delivery.
- Maintain a training record/logbook and provide evidence of competencies achieved.

Workshop Duties:

- Assist qualified mechanics with servicing, maintenance, and repair of Council's fleet, plant and equipment.
- Undertake routine tasks such as oil changes, tyre rotations, inspections, and basic diagnostics under supervision.
- Learn to use workshop tools, machinery, and diagnostic equipment safely and effectively.

Teamwork and Communication:

- Work collaboratively with supervisor, tradespersons, and other apprentices/
- Take direction from supervisors and actively seek feedback to support learning/
- Communicate progress, challenges, and training needs effectively.

Other duties, consistent with duties and responsibilities of the position as directed by the CEO, Mayor or other senior Council staff.

SELECTION CRITERIA

➤ Essential:

- Demonstrated interest in automotive mechanics or a desire to pursue a trade career.
- Willingness to learn and commit to completing an apprenticeship.
- Basic literacy and numeracy skills.
- Ability to follow instructions and work safely in a team environment.
- Strong work ethic, reliability, and punctuality.
- Commitment to working respectfully within community.

➤ Desirable:

- Previous work experience (paid or unpaid) in mechanical, construction, or similar environments.
 - Driver's license (or willingness to obtain).
 - Basic mechanical knowledge or skills.
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- **Learning Agility:** Open to training, accepts feedback, and demonstrates continuous improvement.
 - **Safety Awareness:** Understands and follows safe work practices.
 - **Teamwork:** Supports colleagues and contributes positively to the team.
 - **Communication:** Listens, asks questions, and communicates clearly.
 - **Initiative:** Shows motivation and willingness to assist and learn.
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WORKING CONDITIONS

Work is primarily undertaken in a workshop and outdoor environment.

Exposure to noise, dust, grease and mechanical equipment/

Manual handling and physical activity required, including lifting and standing for extended periods.

TRAINING AND DEVELOPMENT COMMITMENT

Council will:

Support the apprentice to complete their qualification through an approved RTO.

Provide access to on the job learning and supervision.

Facilitate study time and structured training in line with the apprenticeship requirements.

The apprentice is expected to:

Complete all training components within required timeframes.

Demonstrate satisfactory progress in both practical and theoretical components.

QUALIFICATIONS AND LICENSING

Food Safety Supervisor Certificate (or willingness to obtain)

Responsible Service of Alcohol (if applicable)

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources

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- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
 - The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
 - It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
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ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Internal Liaison:	Members of the management team, elected members, and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

MANDATORY REQUIREMENTS

- Hold at minimum a current "C" class driver's licence
 - Ability to pass a National Police Check
 - Commitment to Council values and community wellbeing
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.