Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Diesel Mechanic
Position Number:	5012
Directorate:	Works
Team:	Workshop
Category of Employment:	Permanent Full Time
Classification Level:	C10
Classification Type	Queensland Local Government Industry (Stream C); Division 2, Section 1
Reports to:	Workshop Supervisor
Located:	Longreach
Accountable for:	N/A
Vehicle Authorisation:	N/A
Financial Delegation:	N/A
Revised:	September 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-Looking

Position Objective

The primary role of this position is to undertake mechanical diagnostics, and repairs of Council's light and heavy vehicles, plant, and equipment in both workshop and field environments. The role ensures the ongoing operational efficiency, safety and compliance of Council's fleet through the timely delivery of both scheduled and reactive servicing, including mobile callouts to operational sites.

Position Responsibilities

Functional Area	Key Responsibilities
Mechanical Workshop	• Perform servicing, fault diagnosis, and repairs on a broad range of light and heavy diesel vehicles, plant, and equipment. • Deliver mobile mechanical services, including attending breakdowns and undertaking field repairs at job sites across the local government area. • Conduct pre-start inspections, safety checks, and preventive maintenance in both workshop and field environments. • Maintain accurate service and repair records using Council's fleet management systems. • Follow all safety, environmental, and risk management procedures relevant to mobile and workshop work. • Liaise with operators and supervisors to ensure minimal disruption to operational delivery. • Assist in the mentoring of apprentices or junior staff. • Participate in rostered after-hours or emergency call-out support as required. • Provide advice and support plant operators in correct operator maintenance procedures. • Provide trade guidance and assistance as part of the workshop team. • Ensure that housekeeping and safety in workshop is maintained.
Other	• Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations. • Adhere to Council's Code of Conduct and maintain high standards of safety, integrity, and accountability. • Demonstrate flexibility in attending to mobile call-outs and scheduled field servicing needs. • Contribute to a collaborative, safety-conscious, and solutions-focused team environment. • Uphold environmental protection standards when working in field environments. • Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer. • Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations. • Adhere to Council's Code of Conduct and maintain high standards of safety, integrity, and accountability.

	• Demonstrate flexibility in attending to mobile call-outs and scheduled field servicing needs. • Contribute to a collaborative, safety-conscious, and solutions-focused team environment. • Uphold environmental protection standards when working in field environments. • Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Extent of Authority

The incumbent exercises trade-level judgement and works with limited supervision when diagnosing faults, completing servicing and repairs, and organising allocated workshop and field tasks. They may remove unsafe vehicles, plant or equipment from service and select appropriate methods, tools, parts and consumables in accordance with Council procedures and approved work orders. Liaison with operators, suppliers and contractors is permitted on routine technical matters, with purchasing limited to approved processes and delegated limits. Major defects, significant risks, non-routine repairs and matters outside the position's competence or authority must be referred to the Workshop Supervisor.

Key Relationships

Internal		
Accountable to:	Manager of Fleet & Workshop	The incumbent will have a responsive and effective relationship with the Manager of Fleet & Workshop.
Supervised by:	Workshop Supervisor	The incumbent will have a responsive and effective relationship with the workshop supervisor. Receiving and implementing direction when directed.
Works With:	Workshop Team, Team Leaders and their Team Members	The incumbent will develop relationships with the workshop team, team Leaders, and their team members, engaging, positively and productively.
External		
Works With	Suppliers, Contractors, Fleet Service Providers, Plant Operators and the General Public	The incumbent will develop and maintain professional working relationships with suppliers, contractors, fleet service providers, plant operators and members of the public to support the efficient delivery of mechanical services, operational continuity and positive customer outcomes.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- **Safety Focus** – Consistently prioritises safe work practices, identifies hazards, and follows WHS procedures to protect people, equipment and the environment.
- **Problem Solving & Diagnostic Thinking** – Analyses faults and maintenance issues to identify root causes and implement effective solutions.

- **Accountability & Reliability** – Takes ownership of work outcomes, delivers quality work on time, and follows through on commitments.
- **Teamwork & Collaboration** – Works cooperatively with colleagues and stakeholders to support operational goals and achieve positive team outcomes.
- **Communication** – Shares information clearly and professionally, tailoring communication to a range of audiences.
- **Adaptability & Flexibility** – Responds effectively to changing priorities, work locations, and operational demands.

Position Requirements

Skills

- Developed communication skills with the ability to deal with all levels of staff, management and businesses.
- Good customer service skills, with both internal and external customers.
- Developed analytical and problem-solving ability.
- Ability to perform basic numerical calculations.
- Ability to effectively manage time and meet deadlines with minimal supervision.

Knowledge

- Proven ability to operate a range of plant in a safe manner.
- Demonstrated knowledge of workshop operations and associated standards and regulations.
- Knowledge and understanding of technology relating to workshop operations.
- A thorough understanding of how to maintain a safe working environment.

Mandatory Experience/Qualifications

- Trade qualified light vehicle or heavy diesel mechanic with experience.
- Current "HR" Class Drivers license.
- Construction White Card.

Desirable Experience/Qualifications

- Competence in the maintenance and repair of Auto Air Condition systems.
- Relevant plant competencies.
- High Risk Work Forklift license.

Delegations and Authorisations

Financial Delegations

Nil.

Vehicle Authorisations

Nil.

Chief Executive to Employee Delegations and Authorisations

This position does not hold any delegations or authorisations under Council's *Delegations and Authorisations Policy*, the *Chief Executive Officer to Employee and Contractor Delegations Register*, or any *Authorised Person / Authorised Officer Instrument of Employment*. The position holder is not authorised to exercise statutory, or decision-making powers on behalf of Council and is required to refer and escalate matters requiring delegated authority to the appropriate manager in accordance with Council policies and procedures.

Physical Requirements

Vision and Hearing Requirements

This position requires a vision test

This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☒	☐
Communicating With Others – Verbal	☐	☐	☒	☐
Communicating With Others - Written	☐	☒	☐	☐
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☒	☐
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☒	☐
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☒	☐
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☒	☐
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☒	☐
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☒	☐
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☒	☐
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☒	☐
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients,	☐	☒	☐	☐

high conflict situations, general workload demands, change beyond individual's personal control				
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☐	☒	☐

Physical Requirements

☒ This position does not require more than 10-15% manual handling/physical exertion

☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☒	☐	☐
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☐	☒
Walking – In an upright position, moving more than 3 steps	☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☐	☐	☒	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☐	☒	☐
Kneeling – To lower the body	☐	☐	☒	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☐	☒	☐
Reaching – Extending arms out in any direction	☐	☐	☒	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☐	☒	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☐	☒	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☐	☒	☐
Writing/Typing	☐	☒	☐	☐
Climb Ladders	☐	☒	☐	☐

Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☐	☐	☒	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☐	☒	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☐	☒	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☐	☐	☐
5.1 – 10kg	☐	☐	☐	☐
10.1 -15kg	☐	☐	☐	☐
15.1 -20kg	☐	☐	☒	☐
Lift floor to hip	☐	☐	☒	☐
Lift waist to shoulder	☐	☐	☒	☐
Lift overhead	☐	☐	☒	☐

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.

- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	