

Position Description

CORPORATE INFORMATION

Position title	Leading Hand Specialist Fitter		
Directorate	Infrastructure Services	Branch/Section/Unit	Fleet and Depots Operations Branch/Workshop Section
Position number	1959	Level	C7
Award	Queensland Local Government Industry (Stream C) Award – State 2017 Division 2, Section 2		
Line Manager	Supervisor Gympie Workshop		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

The Leading Hand Specialist Fitter supports and reports directly to the Supervisor by coordinating and undertaking the diagnosis, servicing, and maintenance of Council's diesel plant and machinery. The role provides day-to-day guidance to workshop staff, ensures work is completed to required standards, and maintains accurate records in line with Council policies and procedures.

When the Supervisor is not on site, the Leading Hand assumes supervisory responsibilities to ensure continuity of operations, safe work practices, and effective workflow management across the John Street Fleet and Depot Operations Branch.

Key Responsibilities of the Role

- **Workshop Coordination** — Assist the Supervisor by organising daily tasks, allocating work, and providing technical direction to workshop staff (including apprentices) to ensure timely and high-quality maintenance outcomes.
- **Service and Maintenance** — Perform and oversee scheduled servicing, preventative maintenance, and fault diagnostics on Council's diesel plant and machinery to maintain reliability and operational readiness.
- **Safe Work Practices** — Model and enforce safe work methods, practices, and conditions at all times, ensuring compliance with WHS legislation and Council procedures.
- **Quality and Compliance** — Maintain accurate records, maintain the wheel re tension register, ensure adherence to policies and procedures, and support the Supervisor in monitoring standards and identifying improvement opportunities.

Position Description



- **Continuous Improvement** — Contribute to and encourage continuous improvement initiatives within the Fleet and Depot Operations Branch to enhance efficiency, safety, and service delivery.
- **Other Duties** — Carry out additional duties as directed by the Supervisor, consistent with the role's level of responsibility.

Mandatory License/Competency (Ticket) Requirements

- AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology or an equivalent recognised qualification. (Other Automotive Certificate III qualifications considered depending on demonstrated experience, competency and ability to meet the technical requirements of the role).
- Queensland 'Heavy Vehicle Drivers License – Class HR' or above that is current and maintained.
- Queensland General Construction Induction (White/Blue card).
- Queensland High Risk Work License – FL (Forklift truck) that is current and maintained.

Desirable License/Competency (Ticket) Requirements

- Plant Tickets
- Refrigerant Handling License – AAC002 Automotive Air Conditioning that is current and maintained.
- Queensland High Risk Work License – DG (Dogging) that is current and maintained
Queensland Department of Transport and Main Roads Approved Examiner Accreditation that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Post trade experience in the servicing, repair and maintenance in a range of plant, earthmoving and road transport equipment.
- Demonstrated fault finding and diagnostic skills within a workshop and field environment, including the use of machine management software operations.
- Proven experience in the maintenance and fault diagnostics of machinery hydraulic systems.
- Ability to diagnose the Automotive electrical system.
- Demonstrated ability to work as part of and lead a multidisciplinary team while coaching and mentoring apprentices.
- The ability to assume delegated supervisory responsibilities to ensure continuity of operations.
- Ability to maintain records and use computer systems for the effective recording of maintenance records.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case-by-case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.

Position Description



- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.

Special Requirements

- Occasional out of hours work (including weekends)

ORGANISATIONAL INFORMATION

Safety

Behaviors

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Code of Conduct

As per the Employee Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Record keeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and

Position Description



visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the Organisational structure is subject to change by Council as required by business needs.