Position Vacant – Mechanic – Cover Letter

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream C) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Stream C – Level C10 - $66,510 per annum
- Locality allowance of $1,945 per annum
- 9-day fortnight.
- 4 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after-hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions can be salary sacrificed

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 26-27-043

For further enquiries regarding this vacancy and associated selection process, please contact Mr Peter Bagley on 0409 846 281.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Sunday 13th December 2026

Pauline Jacob
CHIEF EXECUTIVE OFFICER

Application for Employment

Please complete this form for each position being applied for.

Position: Mechanic	Reference Number: 26-27-043

Applicant Details

First Name:	Last Name:
Address:	
Postal Address:	
Mobile:	Alternate Number:
Email:	

Work History

Current Employer:	Started: / /
Location:	
Main Duties:	
Past Employer:	Started: / /
Location:	Finished: / /
Main Duties:	
Past Employer:	Started: / /
Location:	Finished: / /
Main Duties:	

Licences, Certificates and Qualifications

☐ C – Car	☐ LR – Light Rigid	☐ MR – Medium Rigid	☐ HR – Heavy Rigid	☐ HC – Heavy Combined
☐ Chainsaw	☐ White Card	☐ LF – Forklift	☐ LG – Grader	☐ LR – Road Roller
☐ LL – Front End Loader		☐ LB – Front End Loader Backhoe		☐ Traffic Control
☐ LS – Skid Steer Loader		☐ Cert 3 Parks & Gardens		☐ Cert 3 Civil Construction
☐ Other:				

Application for Employment

Experience

Have you ever done plant operation and/or truck driving duties? ☐ No ☐ Yes - total length of experience (in years):

Please select those which you have experience in: ☐ Front End Loader ☐ Skid-steer Loader ☐ Roller ☐ Forklift ☐ Grader ☐ Backhoe ☐ Truck Driving ☐ Other:

Have you ever done general labouring? ☐ No ☐ Yes - total length of experience (in years):

Please select those which you have experience in:

☐ Rural ☐ Mining ☐ Construction ☐ Other:

Have you ever been in a supervisory role? ☐ No ☐ Yes - total length of experience (in years):

In which industry did you gain most of your experience:

☐ Rural ☐ Mining ☐ Construction ☐ Health Care ☐ Retail ☐ Hospitality ☐ Education & Training ☐ Other:

Residency Status

What is your current residency status?

☐ Australian Citizen ☐ New Zealand Citizen ☐ Resident of Australia ☐ Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship? ☐ Yes ☐ No ☐ Non-citizen with a valid visa that provides work rights

Other Questions

Do you require any special arrangements at an interview? ☐ Yes ☐ No

If yes, provide details:

Where did you find this job? ☐ Council Website ☐ Seek ☐ Facebook / Instagram ☐ LinkedIn ☐ Balonne Bulletin ☐ Other:

References

Reference No. 1

Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No

Reference No. 2

Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No

Declaration

I confirm that, to the best of my knowledge, the information in this application is accurate. I understand that any false or misleading information may result in my application being rejected or my employment terminated. I also acknowledge that pre-employment checks, including a medical, criminal history, and drug and alcohol test, are required.

I have attached a copy of my resume & cover letter ☐ Yes ☐ No

Applicants Name: _____

Signature: _____ Date: / /

Position Description – Mechanic

POSITION DETAILS	
DEPARTMENT:	Infrastructure Services
POSITION:	Mechanic
REPORTS TO:	Workshop Coordinator
DIRECT REPORTS:	Nil
PRINCIPAL LOCATION:	193 Grey Street, St George
EMPLOYMENT BASIS:	Permanent, Full Time
POSITION PURPOSE:	Responsible for assisting with the day-to-day operations and maintenance of Council's workshop, plant both mobile and fixed equipment and vehicles.

POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	1. Current trade certifications in Automotive Mechanical Technology (Heavy Vehicle) or Engineering Mechanical Trade (Heavy Plant Mechanic) 2. HR Driver Licence 3. Current Forklift Licence 4. White Card - General Safety Induction	1. Plant Operator Certificates for plant classifications (grader, backhoe, loader, skid steer loader, excavator, roller) would be an advantage 2. Traffic Control – Working in proximity to Traffic 3. Automotive air conditioning qualifications and experience
SKILLS	5. Use of handheld vehicle and truck scan tools to effectively diagnose faults 6. Basic computer skills 7. Ability to interpret and apply policies and procedures 8. Basic literacy and numeracy skills necessary to complete timesheets and participate in training 9. Ability to work within teams, with regular supervision, including ability to ensure work tasks continue in the absence of a supervisor 10. Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes 11. Demonstrable customer service	4. Minor fabrication works to repair vehicles, plant and equipment
EXPERIENCE	12. Demonstrated heavy plant, equipment and light vehicle mechanical experience,	5. Automotive air conditioning experience 6. Auto electrical experience

IMMUNISATION REQUIREMENTS

The ticked boxes indicate the immunisations required for this role in accordance with the *BAL-1044 Immunisation Procedure.*

☐ Influenza	☐ Hepatitis A	☐ Varicella (chickenpox)	☐ Pertussis (whooping cough)
☒ Tetanus	☐ Hepatitis B	☐ MMR	☐ Rabies
☐ Q Fever	☐ Other:		

Position Description – Mechanic

POSITION KPI's

Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.

AUTHORITY/DELEGATION

Works independently under general guidance, guidelines and objectives provided by the Workshop Supervisor. This position has nil delegated purchasing authority in accordance with *Council's Delegation Register*.

RESPONSIBILITIES

INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

KEY RESPONSIBILITIES

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

The key responsibilities include but are not limited to:

Heavy Plant & Fleet Maintenance

- Maintain and repair Council's heavy plant, equipment and light vehicles at the prescribed intervals or when required
- Actively conduct mechanical maintenance of fleet vehicles, heavy plant and equipment
- Undertake basic diagnosis of machinery faults using diagnostic equipment and identify appropriate actions
- Conduct equipment and vehicle services in line with Council and manufacturers specifications, policies and procedures. Maximise the availability of fixed and mobile plant and equipment
- Assist with the efficient operation of the mechanical workshop and the associated labour duties
- Assist with programming the service schedule of all Council fleet, heavy plant and equipment
- Assist with the maintenance of all safety equipment on the plant being operated and ensure that these are kept in a safe working physical location
- Notify and report all accidents, damage, or loss to any plant or equipment
- Undertake manual handling/labouring duties as directed by site supervisor
- Weekend and after-hours work may be required
- Perform other duties within your capabilities as directed

MANAGEMENT SYSTEM RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values

- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
  Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Workshop Supervisor circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Workshop Supervisor appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis