

POSITION DESCRIPTION

Section 1 – POSITION DESCRIPTION

Position Title	Heavy Vehicle Motor Mechanic
Doc ID	13472
Department	Plant Workshop
Grade	F
Function Group	TT2
Status	Full time
Hours of Duty/days worked	38hr week, 9 day fortnight 7am – 4.15pm
UV Rating	High
Directorate	Infrastructure Services
Supervisor	Plant and Workshop Manager
Date Compiled/Modified	6 April 2011* May 2012*September 2012* 25 June 2014*November 2014* March 2015*July 2023
MJES Completed	August 2025

Vision

ACHIEVING TOGETHER

Corporate Values “ECLAIRS”

- Ethical
- Caring
- Loyalty
- Accountability
- Integrity
- Respect
- Safety

Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

To conduct mechanical duties for heavy vehicles and plant to ensure Narrandera Shire Council plant and fleet is maintained to a safe and serviceable condition.

Key Result Area's for the Position

The key result areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

	Key Responsibility Areas	
	<i>What</i>	<i>How</i>
1	Heavy Vehicles, Plant & Equipment	By ensuring all vehicles, plant and equipment owned by Council is repaired and maintained in good working order in accordance with Council's policies and the manufacturer's specifications.
2	Administration	By accurately building Council's Asset Database Register in accordance with Council's policies and procedures.
3	Co-ordinate Daily Activities	By co-ordinating daily activities undertaken by himself to achieve the expected objectives and outcomes determined by Council, including WHS compliance, customer service and works program delivery.
4	Communication	By providing timely reports to the Plant and Workshop Manager on progress of vehicle, plant/equipment maintenance and repairs.
5	Teamwork	By productively contributing to the outcomes of the Workshop team.
6	WH&S	By understanding the WH&S aspect of Plant and Work Areas

Position Attributes**Key Selection Criteria**

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<i>Essential/ Preferable</i>
1	Heavy Vehicle Tradespersons Certificate and Licence or Equivalent	Essential
2	General Induction for Construction Card	Essential
3	Class C Drivers Licence	Essential
4	Driving Licence Class HR (Heavy Rigid) or willingness to obtain	Preferable
5	Heavy and Light Vehicle Inspector Certificate	Preferable
6	Confined Spaces Card	Preferable

Key Selection Criteria: Required by the incumbent to successfully perform the positions key responsibilities.	
1	Demonstrated ability to carry out plant service according to plant specifications.
2	Demonstrated ability to carry out administrative and clerical tasks associated with plant maintenance and record keeping. E.g. plant maintenance records, plant utilisation records.
3	Demonstrated risk management/WHS as it applies to plant repairs, plant use and workshop safety.
4	Demonstrated experience working with hydraulics and air systems.
5	Demonstrated experience working with automotive electrical systems.
6	Demonstrated experience working in confined spaces

Supervision Reporting Relationships:

This position' reports to supervisor/manager: A brief description of the breadth of supervision should be provided

1	Plant and Workshop Coordinator
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Location of Work:

Provide a description of the places that this position will be working at.

1	Works Depot, Workshop
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2	On construction and maintenance locations as required
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Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

Specific Authority/ delegations

1	As per delegated authority
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Liaise With:**Internal:**

The internal positions that this position comes in contact with regularly.

1	Deputy General Manager Infrastructure Services
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2	Corporate and Community Services
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3	Motor Mechanic
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4	Works Manager, OSR Manager, coordinators and team leaders
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5	Council plant operators
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6	Infrastructure team members
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External:

The external people or organisations that this position comes in contact with regularly

1	Plant Suppliers
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2	Parts Suppliers
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3	Motor Vehicle and Plant Service providers
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4	Rural Fire Service and Emergency Service
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5	Transport for NSW and other Councils
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Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

Key Result Area Compulsory for all employees		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
2	EDRMS / Record Keeping	All Staff are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures. All EDRMS operators are to undertake an annual competency assessment to ensure EDRMS record keeping skills are to required standards
3	Equal Employment Opportunity (EEO)	As per Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
4	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
5	Work Health & Safety (WHS)	In accordance with the WH&S Act 2011. Refer to Section 4 of this Position Description for a list of the responsibilities

Section 3 – ESSENTIAL SCHEDULE OF TASKS

Position Tasks

Key Result Area Vehicles, Plant & Equipment		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1.	Maintain and repair vehicles, plant and equipment	Maintenance and repair of all vehicles, plant and equipment are carried out in an efficient and cost effective manner - with minimal down-time Capable of working with a minimum of supervision. Maintenance and repairs are performed in accordance with manufacturers' specifications and council policies and procedures. Maximise utilisation of plant and equipment by keeping it in good working order. Schedule and prioritise works to ensure that major plant items downtime is kept to a minimum. Preventative maintenance work undertaken to minimise running costs. Provide specialist advice of a technical nature in area of responsibility. Parts available and on hand as required. Act on fault reports in a prioritised timeframe.
2.	Use Tools & Equipment	Minimal loss of tools & equipment Tools used efficiently and effectively minimum downtime. Tools and equipment respected and used with care as per code of conduct. Tools and equipment losses/damages reported immediately to the Plant Coordinator.
3.	Undertake Works Planning / Scheduling	Liaise with managers and team leaders for the repair and maintenance of vehicles, plant and equipment.

Key Result Area Vehicles, Plant & Equipment		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1.	Arrange warranty and recall work	Suitable time actioned according to recall campaign notices. To organise warranty claims and work within a suitable timeframe.
2.	Undertake registration inspections	Council vehicles, plant and equipment meet WHS and road worthy standards. Rural Fire Service vehicles, plant and equipment to meet WHS and road worthy standards.

3.	Order and/or replace parts	Adequate stock levels maintained at all times. Parts sourced and costed prior to ordering. Spare parts replaced as used. Purchase parts using the relevant Parts Manuals.
4.	Maintain mechanics workshop	Ensure workshop is maintained in a safe, clean and orderly condition.

Key Result Area - Administration		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Maintain Council's Asset Database Register	All service and repairs recorded Keep current records up to date Make new record when plant is replaced Keep records for Insurance accidents or damage Keep records for WHS and Transport for NSW audits Fill out and file all Council weekly plant service and fault report records.
2	Complete timesheets and plant sheets	Timesheets and plant sheets completed accurately and on time – job costing and hours worked.

Key Result Area – Co-ordinate Daily Activities		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
	Co-ordinate daily activities and undertake Inductions	<u>Induct new plant operators covering the following topics:-</u> Pre-start checks, cleaning, servicing and maintenance of plant, fault report, record operator manual, radios, phones, seatbelts, Council's policy and procedures. Perform site inductions of employees, visitors and contractors.
	Prioritise and allocate duties	Prioritise and allocate tasks as per the maintenance schedule, and monitor progress to achieve the agreed outcomes for the day. Each staff member knows the tasks they are required to perform, the standard of work expected and the time frames set. Work in close consultation with the apprentice and other mechanics to ensure workloads are completed in a timely manner. Be available for a reasonable amount of overtime as required by constraints of projects and emergency work, including weekends

	Provide staff support	Provide guidance to staff in their interaction with others in carrying out their duties. Train and mentor the apprentice mechanic to government standards and Council policy and procedures.
	Assess and monitor work performance	Assess and monitor work performance on a daily basis and report any downtime issues to the Plant Coordinator.
	Adherence to Council policies and Code of Conduct	Ensure staff are aware and comply with their obligations.

Key Result Area - Communication		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1.	Communications with Council	Adherence to Code of Conduct. Reporting of difficulties with other Council employee to the Plant Coordinator.
2.	Interface with staff	Liaise with work crew on machinery, plant and equipment requirements. Demonstrate a spirit of co-operation to other staff. Maintain communication with staff affected by decisions.
3.	Community relations	Recognised for professional attitude towards customers. Able to manage difficult situations and conflicts – calmly and professionally.

Key Result Area - Teamwork		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Work within a team environment	Perform an active role within the team to achieve project objectives. Regular consultation and co-operation with team members. Project objectives achieved through the efficient and effective use of resources at all times.
2	Attend toolbox meetings	Attend toolbox meetings as required. Be actively involved in tool box meetings prior to projects commencing.

Section 4 – WORK HEALTH AND SAFETY RESPONSIBILITIES – WORKERS/STAFF

Position Tasks

Key Result Area WHS Responsibilities		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Comply with safe working procedures	Comply with the WH&S Act section 28, Duty of workers; (a) Take reasonable care for his or her own health and safety; and (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this act; and (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. Follow safe work procedures established by Council
2	Use of appropriate personal protective equipment and safety systems	Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in WH&S procedures, or as in the safe work method statements.
3	Assist with the preparation of risk assessments and safe work method statements	Before commencing work or job where there is an identified risk, conduct a risk assessment to identify, assess and control the hazards associated with the work or job. This must be conducted in conjunction with other relevant staff, and the supervisor; Assist in the annual review of safe work method statements.
4	Report WH&S	Report workplace hazards to the supervisor or manager and Enterprise Risk and Safety Officer (ERSO) as soon as possible after they occur or are identified; and Report injury or illness arising from workplace activities using the Incident /Injury/ Near miss report form as soon as possible after incident.
5	WHS Training	Attend all required WHS training.
6	Compulsory Uniform	High risk rating for burns/welding etc. clothing, wear personal protective clothing in accordance with Council's compulsory protective clothing policy.

Section 5 – PERFORMANCE AGREEMENT – POSITION OF HEAVY VEHICLE MECHANIC

I _____ have discussed this performance plan with my immediate supervisor and agree to the tasks, goals and standards that have been set.

I will raise with my immediate supervisor any difficulties arising with the delivery of this performance plan.

I undertake to review my performance plan with my immediate supervisor annually or more frequently if necessary.

I understand that the standards set in this performance plan will form the basis of my annual performance review.

Signed
Employee:

Date: ____/____/____

Signed
Immediate Supervisor

Date: ____/____/____

POSITION: Heavy Vehicle Mechanic

GRADE: 11

CURRENT STEP:

LEVEL	COMPETENCIES	Yes	No
Entry			
The employee has the basic skills to meet the requirements of this type of work <i>Entry</i> will display the selection criteria of the position	Demonstrated ability to -:	☐	☐
	Obtain heavy vehicle mechanic trade certificate and have minimum of 2 years of work experience as heavy vehicle mechanic or equivalent.	☐	☐
	Demonstrated ability and experience in working with hydraulics, air system and automotive electrical systems.	☐	☐
	Ability to carry out plant service according to plant specification.	☐	☐
	Ability to perform risk assessment for a given task using existing TEMPLATE and apply to plant repairs, plant use and various workshop works.	☐	☐
	Ability to communicate effectively both verbal and written means. E.g. answer public inquiries by telephone, run and participate in meeting and make presentation of ideas with diagrams.	☐	☐
	Moderate interpersonal skills including i) ability to manage misunderstandings and general conflict ii) ability to develop team spirit among people with different age, genders and working styles.	☐	☐
Step 1			
The employee has all the skills to do this job at NSC (using Council's systems, equipment, policies, standards)	Have proven competencies for Entry Level	☐	☐
	Possess RMS vehicle (light and heavy) inspection certificate	☐	☐
	Intermediate computer skills with ability to use excel spreadsheet with "Formulas" and compose email.	☐	☐
	Ability to develop risk assessment document from scratch, considering hazards, risk level, risk mitigation measures, and residual risk and implement those in work execution.	☐	☐
Step 2			
The employee has the skills that foster multiskilling in a team/section/department	Have proven competencies for Step 1	☐	☐
	Demonstrated high degree of competency in repair, servicing and maintenance of heavy plants with minimum of 4 years of experience in the industry.	☐	☐
	Upper intermediate computer skills with ability to perform Microsoft office packages efficiently and also strong ability in spreadsheet operation.	☐	☐
	Well-developed non verbal communication skill and ability to foster team spirit through sound interpersonal skills.	☐	☐

Step 3			
<i>The employee has skills to confidently undertake higher duties</i>	Have proven competencies for Step 2	☐	☐
	Ability to compute hire rates of plants considering various governing parameters including plant purchase, price, salvage value, fuel burn rate, registration cost , maintenance cost and yearly utilisation.	☐	☐
	Ability to communicate with clarity and concision and with confidence so as to convey ideas/issues with precision.	☐	☐
	Strong interpersonal skills: i) ability to resolve moderate degree of conflict ii) demonstrated positive attitude and optimism iii) receptiveness to feedback iv) strong ability to manage relationships with peers.	☐	☐

Completed Competencies

I have reviewed the competencies for this employee and indicated the step that their skill set currently meets.

Signed:..... Date:.....

Employee:..... Date:.....