Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Apprentice Mechanic
Position Number:	9003
Directorate:	Infrastructure Services
Team:	Workshop
Category of Employment:	Temporary Full Time (48 months)
Classification Level:	Skill Level C
Classification Type	QLGIA (Stream C) Wages
Reports to:	Workshop Supervisor Longreach
Located:	Longreach
Accountable for:	N/A
Vehicle Authorisation:	Nil
Financial Delegation:	Nil
Revised:	October 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 position is responsible for supporting the effective and efficient operations of the Longreach workshop team. The position is responsible for providing assistance to Council's tradespersons employed in the area of mechanics and to the workshop supervisor, whilst undertaking a relevant trade qualification.

Position Responsibilities

Functional Area	Key Responsibilities
Apprenticeship and Trade Development	• Learn the mechanical trade and contribute to the effective and efficient operations of Council's Workshop. • Work under the guidance of qualified tradespersons to progressively develop skills in the diagnosis, servicing, repair and maintenance of Council's light vehicles, heavy vehicles, plant and equipment. • Attend and actively participate in off-the-job training with the Registered Training Organisation, completing coursework and assessments within required timeframes. • Maintain an accurate and up-to-date training record of on-the-job tasks and competencies, verified by the supervising tradesperson. • Participate in regular apprenticeship progress reviews with the Workshop Supervisor and act on feedback provided. • Progressively take on more complex tasks and greater independence as competence is demonstrated and confirmed by the supervising tradesperson.
Plant Maintenance and Fabrication	• Assist with maintenance and servicing of Council plant and equipment, as directed. • Fabrication and welding, as directed.
Parts and Records	• Assist with ordering and collection of parts and equipment. • Complete necessary paperwork on completion of works, including but not limited to stores issues, job cards and other relevant data.
Other	• Other relevant duties as required from time to time which 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 legislative obligations.

Extent of Authority

Extent of Authority for this position include:

Work is performed under the direction and supervision of the Workshop Supervisor and qualified mechanical tradespersons. The position does not hold financial, staff or decision-making authority.

Key Relationships

Internal

Accountable to:	Workshop Supervisor	Work direction, supervision and apprenticeship progress.
Supervised by:	Qualified mechanical tradespersons	On-the-job instruction and daily task supervision as a junior to qualified tradespeople.
Works With:	Workshop team and Council employees	Servicing and maintenance of Council plant and equipment; basic customer service.
External		
Works With	Suppliers and Registered Training Organisation	Ordering and collection of parts and equipment; completion of Certificate III training.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- Consistently follows safe work practices, uses PPE correctly, stops work when unsafe and reports hazards, incidents and near misses promptly.
- Actively seeks and applies instruction and feedback from tradespersons and supervisors, and takes ownership of trade training and Certificate III progress.
- Attends work and training as required, completes tasks and records accurately and on time, and owns mistakes and learns from them.
- Works within instructions, procedures and the limits of their competence, and asks for guidance before acting when unsure.
- Works cooperatively as a junior member of the workshop team, treats others with courtesy and respect, and contributes to a positive and inclusive workplace.
- Takes care in servicing, maintenance and fabrication tasks, checks work, and looks after Council plant, tools and equipment.
- Communicates clearly and honestly with supervisors, tradespersons and Council employees, including raising issues, equipment faults or delays early.

Position Requirements

Skills

- Basic literacy and numeracy skills to maintain records, complete timesheets and other relevant documentation (minimum of Sound Achievement in Year 10 Maths and English).
- The ability to read, write and perform numerical calculations to a standard commensurate with the duties involved in the position.
- Ability to follow the directions of supervisors, and to eventually work with minimum or no supervision.
- Teamwork skills to be able to work as a junior to qualified tradespeople.
- Communication and basic customer service skills for dealing with Council employees.
- Willingness to study.
- Demonstrated ability to undertake manual handling and labouring.
- Ability to follow directions and cooperate with others to meet deadlines.

Knowledge

- Previous experience and exposure to basic mechanical maintenance activities is desirable.
- A basic understanding of how to maintain a safe working environment.
- Basic knowledge of, or ability to quickly gain knowledge of, industry standards in mechanics.

Mandatory Experience/Qualifications

- Current "C" Class Driver Licence (provisional accepted).
- Minimum completion of Year 10 Junior Certificate or equivalent.
- Physically capable of performing manual tasks.
- Construction White Card.
- Ability to complete the relevant Certificate III as a requirement of the apprenticeship within the time period.

Desirable Experience/Qualifications

- First Aid Certificate.
- Confined Spaces Training.

Delegations and Authorisations

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	No financial delegation applies to this position.		

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	No vehicle authorisation applies to this position.	

☒ Where a position has no Delegations and Authorisations

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:	Andre Pretorius, Director of Infrastructure Services
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	