

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Diesel Fitter – Motor Mechanic
Classification Level:	QLGIA Stream C, Division 2 – Section 2 – C10
Industrial Instruments:	Torres Shire Council Certified Agreement 2019
Date prepared/ Updated:	March 2021
Position Purpose:	Responsible for the effective repair and maintenance of Council's vehicles, heavy plant and machinery, mobile and fixed plant located throughout the Shire.
Reports To (Position Title):	Workshop Supervisor
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<ul style="list-style-type: none">• Members of the public• Other Council Staff both Internal and External
Decision Making Authority:	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none">• The position is accountable to the Workshop Supervisor

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /



PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none"> 1. Carry out the effective repair and maintenance of Council's mobile and fixed plant. 2. Maintain Council's crushing and screening plant and other associated equipment. 3. Perform "Hands On" maintenance and repairs to plant and equipment. 4. Assist with repairs and maintenance to water supply pumping equipment. 5. Ensure that plant operators are familiar with the correct maintenance procedures. 6. Fabricate items of equipment for other Council Departments. 7. Report all defects in items of plant and equipment to the Workshop Supervisor. 8. Respond to equipment breakdowns in the field. 9. Manufacture component parts (e.g. hydraulic hoses). 10. Perform a range of welding duties (including Mig, Tig, Oxy, Arc, Plasma Cutting, etc.). 11. Monitor stock/replacement part levels. 12. Train and mentor staff in repair and maintenance procedures. 13. Liaise with the Workshop Supervisor to ensure that all maintenance to Council plant is undertaken as per the approved program. 14. Ensure that relevant workplace health and safety levels are maintained and wear all safety equipment provided by Council in line with Council's Workplace Health and Safety Policy and the Workplace Health and Safety Act and regulations. 15. Undertake other work duties as directed by the Workshop Supervisor.
Supervisory Responsibilities	<p>Apprentice Diesel Fitter</p>
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none"> 1. Work as part of a team and show professionalism. 2. Punctual in both attendance at work and at staff meetings. 3. Maintain high standards of presentation and personal grooming. 4. Comply with Council's Code of Conduct.
Legislative Responsibilities	<ul style="list-style-type: none"> • Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. • Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Public Sector Ethics Act 1994</i> • <i>Industrial Relations Act 2016</i> • <i>Workplace Health and Safety Act 2011;</i> • <i>Workplace Health and Safety Regulation 2011;</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>Human Rights Act 2019 (QLD);</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Commonwealth Disability Discrimination Act 1992;</i> • <i>Commonwealth Age Discrimination Act 2004;</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i>

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	<ul style="list-style-type: none"> • <i>Environmental Protection Act 1994;</i> • <i>Environmental Protection Regulation 1998;</i> • <i>Equal Opportunity in Public Employment Act 1992;</i> • <i>Anti-Discrimination Act 1991.</i> • <i>The Public Records Act 2002</i> • <i>Public Interest Disclosure Act 2010</i> • <i>Anti-Discrimination Act 1991.</i>
Workplace Health and Safety Responsibilities	The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council’s Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
Confidentiality and Privacy	<ol style="list-style-type: none"> 1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none"> 1. Qualifications as Diesel Fitter and or Automotive Mechanic. 2. Experience in the operation and maintenance of heavy earthmoving plant and machinery. 3. Experience in the operation and maintenance of crushing (impact type) and screening plant and equipment. 4. Above average general knowledge of mechanical procedures and techniques. 5. Possess problem-solving abilities by engineering and/or improvisation. 6. Use of computer systems would be an advantage. 7. Must be the holder of a current (C class) Driver’s Licence that includes operations of automatic and synchromesh (manual) transmission vehicles. 8. Automotive Refrigerant certification (Desirable) 9. Prior experience with working in Local Government. (Desirable) 10. Possession of plant operator tickets. (Desirable) 11. Understanding of Ilan Kastom and languages.
Technical Skills & Abilities
<ol style="list-style-type: none"> 1. Ability to perform “Hands On” repairs and maintenance of a variety of plant typically associated with Local Government operations. 2. Ability to supervise, train and mentor apprentices. 3. Ability to work in an isolated environment with minimal supervision. 4. Mature, positive attitude, good interpersonal skills and ability to Interact positively with public and other Council Staff. 5. Ability to communicate and consult effectively with a multi cultural community and identify with Aboriginal and Torres Strait Islander people and interests.



PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications

- SC1. Qualification as a Diesel Fitter or Automotive Mechanic.
- SC2. Must be the holder of a current (C class) Driver's Licence that includes operations of automatic and synchromesh (manual) transmission vehicles.
- SC3. Demonstrated experience in repairs and maintenance and working with heavy earthmoving plant and machinery.
- SC4. Demonstrated ability in the supervision and mentoring of apprentices.
- SC5. Demonstrated knowledge of Workplace Health and Safety requirements.
- SC6. Ability to communicate and consult effectively with a multi cultural community and identify with Aboriginal and Torres Strait Islander people and interests.
- SC7. Demonstrated ability to work with a high level of independence.

Desirable

- SC8. Demonstrated knowledge of general Local Government operations and procedures.
- SC9. Knowledge of the use of computer systems would be an advantage.
- SC10. Automotive Refrigerant certification (Desirable)
- SC11. Heavy Rigid Truck Licence and Plant Operator Tickets