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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

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- 1.0 TITLE: Diesel Mechanic
- 2.0 AWARD: Engineers Award
- 3.0 LEVEL: 5
- 4.0 DEPARTMENT: Works
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### 5.0 POSITION OBJECTIVES

#### a) Objectives of Position

- To maintain, service and carry out routine maintenance and repairs on all councils plant, equipment, machinery and vehicles.

#### b) Within Section

- Performance of routine duties in accordance with established and documented procedures.

#### c) Within Organisation

- Performance of routine duties in accordance with established and documented procedures.
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### 6.0 REQUIREMENTS OF THE JOB

#### a) Skills

##### *High level skills in –*

- Good verbal and written communication skills.
- Good practices in servicing and maintaining machinery.
- Proven supervisory roles in workshop.
- Completion of all duties in a timely and efficient manner.
- Compliance with all council policies and procedures.
- Punctuality and courtesy at all times.
- Prompt reporting of any difficulties encountered to accountable supervisor.
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#### b) Knowledge

##### *Sound knowledge of –*

- Knowledge of mechanical and workshop supervision and training
- Knowledge of Workplace health and Safety practices.

##### *Broad knowledge of –*

- Diesel earthmoving machinery
  - Light Vehicles
  - Small engine servicing
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- Prime mover maintenance and servicing

**c) Experience and/or Qualifications**

- Must hold diesel fitter certification
- Ability to undertake and meet the key duties/responsibilities of the position.
- Working experience with earthmoving machinery.
- Current Queensland 'C' class drivers licence.
- Current heavy vehicle licence
- Heavy machinery tickets desirable.

**7.0 KEY DUTIES / RESPONSIBILITIES**

**a) Diesel Mechanic Duties**

- Provide Leadership
- Manage, organise and supervise workshop staff.
- Maintain service levels of all plant and equipment to manufacturer standards.
- Solve and provide solutions to any problems arising from plant and equipment.
- Maintain service records.
- Servicing to logbook and periodic maintenance guidelines.
- Comply with all Workplace Health and Safety standards at all times.
- Comply with all Cultural Heritage and Environmental standards.
- Communicate, solve and discuss work problems with foreman's and supervisor relating to plant and equipment.
- Collect and organise time sheets and plant running sheets for workshop staff.
- Maintain workshop house keeping.
- Perform other duties as directed.

**8.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY**

Reports to: Workshop Manager

Internal Liaisons: All Council Departments

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

**9.0 EXTENT OF AUTHORITY**

As per Council's Organisational Structure

**Prepared by:** Karen McGrath  
Personal Assistant to the Chief Executive Officer

**Date Issued:**

**Occupant:** VACANT .....

**Supervisor:** Workshop Manager .....

**Approved by:** Scott Mason  
Chief Executive Officer .....

**Reviewed:**

Scott Mason  
Chief Executive Officer

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**Date:**

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