
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Diesel Mechanic
2.0 AWARD:	Queensland Local Government Industry (Stream C) Award - State 2017
3.0 SECTION:	Engineering and Electrical/Electronic Services.
4.0 CLASSIFICATION	C8
5.0 DEPARTMENT:	Infrastructure Services
6.0 BRANCH:	Workshop
7.0 LOCATION:	Bedourie

8.0 POSITION OBJECTIVE

To provide an effective and efficient mechanical service involving the repair, servicing and maintenance of Council's plant, equipment and vehicle fleet. Plant includes Heavy Commercials, Earthmoving, Agricultural Type equipment, light fleet and ancillary items.

9.0 REQUIREMENTS OF THE POSITION

a) Skills/Capabilities

- Good communication skills (written and oral).
- Ability to work as part of a team and unsupervised.
- Ability to live in remote area and workers camp sites.
- Ability to travel long distances.
- Ability to recognise problems/issues, analyse, formulate and implement appropriate solutions.
- Ability to operate Service Information Computer Systems.

b) Knowledge

- Knowledge of Mechanical Workshop operations and associated equipment.
- Knowledge of standards and regulations associated with the mechanical workshop plant and fleet.
- Knowledge in the latest technology relating to a mechanical workshop, plant and fleet.
- Good knowledge of electronic diesel engines, hydraulics.

c) Experience and/or Qualifications

- Trade Qualified Diesel Mechanic.
- Hold current MC drivers licence or willing to obtain.
- Physically fit for hot/dry conditions.
- Working Safely in the Construction Industry CPCCOH1001A (white card).
- Forklift Ticket – preferred but not required
- Automotive Air Conditioning Ticket – preferred but not required

10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Diagnose faults in machinery/vehicles systems and rectify.
- 2) Diagnose problems from electrical, hydraulic and pneumatic schematics.
- 3) Carry out servicing, maintenance and repairs on Council plant, equipment, machinery and vehicles as directed.
- 4) Access on-board self-diagnostic systems in the engine control unit (ECU) and central processing unit (CPU) and interpret test procedures and results.
- 5) Plan work so that it is done efficiently and in accordance with Council standards, industry standards, appropriate Australian Design Rules (ADR) and Queensland Transport Authority regulation.
- 6) Interpret manuals and software to identify spare parts and liaise with the Mechanic in Charge in regard to parts ordering.
- 7) Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- 8) Attend out of hour's breakdowns and vehicle retrievals, if required.
- 9) Provide work progress reports to the Supervisor.
- 10) Communicate, solve and discuss work problems with other team members the Supervisor.
- 11) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 12) Ensure that Councils Quality Assurance Program is adhered to.
- 13) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 14) Perform other Council work as directed

10.1 Workplace Health and Safety Responsibilities

Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

10.2 Quality Management

Ensure obligations and responsibilities are met within Council's quality management framework

10.3 Risk Management

- Comply with Council's Risk Management Policy and Framework
- Positively contributing to Council's risk management culture
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Support the integration of risk management into all aspects of their activities and functions
- Undertake and participate in risk management training as required
- Make risk control and prevention a priority when undertaking tasks
- Ensure that risks are identified, managed and controlled appropriately within role; and
- Monitor and report on risks or risk treatments in accordance with Council's Risk Management Framework

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 KEY SELECTION CRITERIA

- 1) Trade Qualified Diesel Mechanic with trade experience.
- 2) Demonstrated experience in the service and repair of heavy earthmoving plant and machinery
- 3) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 5) Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement and enthusiasm.
- 6) Demonstrated commitment to WH&S.
- 7) Current Queensland 'MC' Class Drivers Licence or willing to obtain.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs					<input type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION			
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs			
SPECIFIC ACTIONS REQUIRED			This		AUDIO – VISUAL DEMANDS	
job may include:					REPETITIVE MOTIONS	
Standing/Walking	Sitting	Driving			Hearing	<input checked="" type="checkbox"/> Foot Movement <input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None			Depth Perception	<input checked="" type="checkbox"/> Fine Manipulation <input checked="" type="checkbox"/>
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional			Colour Discrimination	<input checked="" type="checkbox"/> Pushing/Pulling <input checked="" type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs			Peripheral Vision	<input checked="" type="checkbox"/> Finger Dexterity <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping <input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Workshop Supervisor

Internal Liaisons: All Council Departments and staff

External Liaisons: Suppliers and contractors, Councillors, community members/groups, and members of the general public.

14.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

15.0 APPROVALS

Approved by: Director Infrastructure Services

Signed: _____

Date: ____/____/____