

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Diesel Fitter / Mechanic
Position No:	5018
Award:	Queensland Local Government Industry (Stream C) Award - State 2017 Division 2, Section 2 - Engineering and Electrical / Electronic Services
Classification:	Level C10
Department:	Infrastructure Services
Branch:	Workshop
Location:	Bedourie / Birdsville
Reports to:	Workshop Coordinator
Supervises:	Nil

POSITION OBJECTIVE

The Diesel Fitter / Mechanic is responsible for providing field and workshop servicing, routine and scheduled maintenance, fault diagnosis and repairs to a wide range of Council's plant ranging from light equipment to heavy earthmoving machinery and fleet vehicles.

This position will be responsible for ensuring that services, repairs, and maintenance are completed in a safe and efficient manner, and all plant and equipment receive appropriate maintenance and repairs within acceptable timeframes to ensure they are available for safe operational use, in accordance with industry standards.

As a team member within the workshop, it is also the responsibility of this position to contribute to the operation of a safe, clean and efficient workshop facility.

COUNCIL'S VALUES

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

KEY RESPONSIBILITIES

- Undertake scheduled servicing and maintenance, including minor and major repairs, on Council's plant, equipment, machinery and fleet vehicles.
- Access onboard self-diagnostic systems in the engine control unit (ECU) and central processing unit (CPU) and interpret test procedures and results to diagnose faults in machinery / vehicle systems and rectify.
- Plan and prioritise work to conduct regular diagnostic testing and preventative maintenance

on service trucks, including diagnosing problems from electrical, hydraulic and pneumatic schematics and the inspection, tyre rotation and oil changes.

- Ensure work performed complies with Council standards, appropriate Australian Design Rules (ADR), Queensland Transport Authority regulation and manufacturer specifications.
- Collaborate with the workshop team to diagnose problems with heavy plant and vehicles to plan repairs, including interpreting manuals and software to assess and identify parts and material required to complete repairs.
- Manage and maintain servicing, maintenance and repair records performed on vehicles.
- Ensure tools and equipment are cleaned and securely stowed in their appropriate location and the workshop is maintained in a clean and tidy condition.
- Attend out of hour's breakdowns and vehicle retrievals, if required.
- Correctly use and maintain personal protective clothing (PPE) and equipment supplied by Council.
- Provide work progress reports to the Supervisor and complete relevant safety, plant and job management documents including accurate timesheets.
- Provide advice and support to Plant Operators and Employees in relation to the operation of vehicles, plant and equipment to ensure appropriate maintenance is achieved.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally in a flexible manner.
- Ensure that Council's Quality Assurance Program is adhered to and obligations and responsibilities are met within Council's quality management framework.
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Positively contribute to Council's risk management culture and support the integration of risk management control and prevention into activities and tasks.
- Perform risk assessments on new and existing plant and equipment, as required.
- Participate in risk management and other training in accordance with Council requirements.

KEY SELECTION CRITERIA

- Significant demonstrated experience in the service, maintenance and repair of heavy earthmoving plant and machinery.
- Sound knowledge of standards, regulations and mechanical workshop operations including technology relating to heavy plant, fleet and associated equipment.
- Knowledge of safe work practices, particularly in a workshop environment, including the safe use and handling of plant and equipment.
- Ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- Ability to identify problems / issues, analyse, formulate and implement appropriate solutions in a workshop operations environment.
- Good knowledge of electronic diesel engines, hydraulics.
- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement and enthusiasm.

- Where required, stay in camp accommodation away from town and undertake work outside of normal business hours including participating in an on-call roster.
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QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Diesel Mechanic or equivalent qualification with significant trade experience
- 'C' Class Queensland Drivers Licence
- 'MC' Class Queensland Drivers Licence (or willing to obtain)
- Construction Safety Induction Card (White Card)
- Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain)
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

Desirable

- Forklift Ticket
- Automotive Air Conditioning Ticket
- Heavy articulated truck licence, Front End Loader, Backhoe, Forklift, Dogman and Crane licence or the willingness to acquire these skills
- First Aid and CPR Certificate

Note: Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
 - Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
 - Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
 - Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
 - Maintain a positive team culture based on honesty, trust and integrity.
 - Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
 - Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.
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Work Health and Safety Responsibilities

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

EXTENT OF AUTHORITY

As per Council's Delegation Register.

Position Description Acceptance

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

Employee Name: _____

Employee Signature: _____

Date: _____