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## POSITION DESCRIPTION

QUALIFIED MECHANIC/DIESEL FITTER

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<b>POSITION</b>	Qualified Mechanic/Diesel Fitter
<b>AWARD CLASSIFICATION</b>	\$33.37/hr + Applicable Allowances (excluding 6% performance bonus)
<b>EMPLOYMENT CONDITIONS</b>	<i>Richmond Shire Council Certified Agreement 2012-2013</i> <i>Engineering Award 2002 - State</i>
<b>SECTION</b>	Workshop
<b>LOCATION</b>	Council Works Depot, Richmond
<b>REPORTS TO</b>	Workshop Supervisor

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### POSITION OBJECTIVE

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To assist the Workshop in performing effective and reliable servicing, maintenance and repair of Council's vehicles, plant and equipment in order to prolong the life and use of Council's assets and provide a quality return on investment.

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### KEY DUTIES AND RESPONSIBILITIES

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#### Qualified Mechanic

- Undertake scheduled maintenance services to vehicle and plant as checklists, observing all specifications and standards
- Undertake emergency service repairs to other plant and related equipment
- Install machine parts as required
- Repair, fabricate and weld plant and vehicles as required
- Undertake programmed inspections as per job sheets
- Advise Workshop Foreman of warranty issues with plant and equipment
- Research parts required and advise the Workshop Stores Officer for ordering
- Maintain plant and equipment service operation records
- Undertake administration tasks as necessary to support workshop operations
- Assist with Workshop housekeeping

- Assist with machinery/plant cleaning
- Maintain storage and stocking of products in a safe manner within the workshop
- Participate in training as required
- Undertake other duties as required
- Relieve Workshop Foreman in an Acting capacity as required
- Assist other sections and departments as requested when called upon
- Undertake training of allocated staff and apprentices as required

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**PERFORMANCE STANDARDS**

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- Plant and vehicle schedules are maintained as per programmed requirements
- Daily works schedules are met
- Plant and vehicle maintenance is carried out to a high standard
- Support is displayed for achieving the goals of the section and organisation
- Effectively cooperates with the other employees in the team
- Compliance with Council's policies and procedures, and instructions from the Supervisor and other authorised personnel

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**DELEGATED AUTHORITY**

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- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

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**QUALIFICATIONS**

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*Essential:*

- Trade Certificate or Tradesperson's Rights Certificate as an Engineering Tradesperson (Mechanical) Level I or Diesel Fitter Certificate
- Drivers Licence – current C Class
- National White or Queensland Blue Workplace Health and Safety Construction Industry Certification card, or willingness and ability to obtain

*Desirable:*

- Truck Drivers Licence – up to current HC
- Plant operator competency certificates
- Air-condition tickets
- Welding qualifications
- Demonstrate experience in the use of diagnostic equipment

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**OTHER REQUIREMENTS**

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- Willingness and ability to perform work outside ordinary business hours as required

- Physically fit to work with heavy machinery
- Workshop environment and visits to field sites as required

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**AUTHORISATION**

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Director: Peter Bennett

Position: Chief Executive Officer

Signature: \_\_\_\_\_

Date Originated: 10 April 2017

Date Reviewed: 04 May 2017

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Originated: \_\_\_\_\_