

Position Description

Position Title	Apprentice Heavy Vehicle Mechanic
Position Code	ENG047
Department	Corporate Services
Division	Fleet
Reports To	Workshop Foreman
Direct Reports:	Nil
Position Classification	Trainee Grade in accordance with the Local Government (State) Award 2020
Position Status	Full Time for the 4-year period of the Apprenticeship
Allowances	Nil

SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to undertake the duties of this position. On these occasions, overtime will be paid in accordance with the Local Government (State) Award.

Successful completion of course requirements will be required for ongoing employment during this apprenticeship. This is a 4 year apprenticeship position and as such, there is no guarantee of ongoing employment post the completion of this period.

REPORTING STRUCTURE OF POSITION

Workshop Foreman	
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Apprentice Heavy Vehicle Mechanic (2)	Heavy Vehicle Mechanic (2)

PRIMARY PURPOSE OF THE POSITION

Within the skill level of your training, assist the Workshop staff to provide effective and efficient maintenance and repair of Forbes Shire Council fleet of vehicles and mechanical plant providing a safe and efficient and sustainable fleet for the Shire.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Assist in the maintenance and repair of Council's fleet vehicles and mechanical plant efficiently and effectively using safe and technically sound methods</i>	80%
<i>Participate in TAFE placement and onsite training ensuring successful completion of the apprenticeship and training requirements and other training required by Forbes Shire Council</i>	20%

POSITION RESPONSIBILITIES

- Assist in the servicing, maintenance, repair of all plant and equipment at the Forbes Shire Council Depot as well as the installation of equipment in relation to the management of Council fleet vehicles which include:
 - Light vehicles;
 - Heavy vehicles;
 - Earthmoving equipment;
 - Plant.
- Assist in the maintenance of the following equipment at Council owned properties including:
 - Forbes Golf Club;
 - Rural Fire Service – Trucks, cars and pumps;
 - Central West Livestock Exchange – Plant, generators/compressors;
- Undertake the diagnosis of faults in hydraulics and electrical systems and ensuring competence in undertaking or arranging the repairs;
- Assist with field service and workshop based repairs on mobile and fixed plant equipment, attending breakdowns ensuring minimal downtime, diagnosing mechanical, electrical and hydraulic, faults and performing basic welding (non-structural) repairs as required;
- Assist the Workshop Foreman with sourcing parts for vehicles in accordance with Council's Procurement Policy and processes as directed;
- Assist the Workshop Foreman in conducting fleet diagnostic work;
- Assist in the completion of all safety and administration tasks including but not limited to the completion of;
 - Conduct safety audits;
 - Undertake risk assessments;
 - Follow SWMS and participate in the development and/or upgrade of SWMS;
 - Complete pre-starts on all plant and equipment;
 - Undertake and follow safe operating procedures on all equipment.
- Ensure that all work is allocated to a job number including tasks and costing in accordance with Council's Job Card Software;
- Assist the Workshop Foreman with reporting on:
 - Services;
 - Stock levels.
- Assist with the maintenance and housekeeping of the workshop;
- Ensure all stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;

- Undertake training and obtain licences required should new types of vehicles or plant be acquired by the Shire;
- Cooperate with the Workshop Foreman to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
 - Wear protective clothing or equipment in the manner intended (if required).
 - Take reasonable care for the health and safety of all persons who are at their place of work.
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties.
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy.
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Workshop Foreman	Direct Supervisor – Support, guidance and direction
Manager Depot and Fleet	Guidance and support as required
Workshop Team	Colleagues – Support and Guidance
Human Resources / WHS Teams	HR - Enquiries, investigations, payroll, training. WHS – Advice, incidents and investigations.
Depot Staff	Colleagues – Assistance and support
Council Employees	Colleagues
External	
Course Facilitator – TAFE	In the completion of study
Plant and equipment companies	Training, support and sourcing of parts

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Works Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

PERSON SPECIFICATION

Essential

- Demonstrated interest in gaining Mechanical Trade Qualifications in a Certificate III Heavy Commercial Vehicle Mechanical Technology;
- Demonstrated aptitude for learning and a moderate level of mathematics capability;
- Developed communication skills with the ability to effectively communicate with a diverse stakeholder group;
- Demonstrated ability to work in a team environment to achieve goals;
- Possess SafeWork General Construction Induction Card (White Card);
- Drivers Licence applicable to age.

Desirable

- Demonstrated experience and understanding of Chain of Responsibility compliance on the Civil Construction industry and Local Government environment;
- Forklift ticket;
- Gantry Crane ticket;
- Dogman ticket;
- Hiab Crane ticket;
- Elevate work platform ticket;
- Confined spaces ticket;
- Basic welding experience/ qualifications;
- HR/ HC Licence.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Nil

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No