



POSITION DESCRIPTION

QUALIFIED MECHANIC/DIESEL FITTER

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| POSITION | Qualified Mechanic/Diesel Fitter |
| EMPLOYMENT CONDITIONS | <i>Richmond Shire Council Certified Agreement 2018</i> Queensland Local Government Industry Award (Stream C) – State 2017 Queensland Employment Standards |
| SECTION | Workshop |
| LOCATION | Council Works Depot, Richmond |
| REPORTS TO | Workshop Foreman |
| SUPERVISES | NIL |

POSITION OBJECTIVE

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.

KEY DUTIES AND RESPONSIBILITIES

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
- Assist other sections and departments as requested when called upon
- Undertake training of allocated staff and apprentices as required

PERFORMANCE STANDARDS

- 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

QUALIFICATIONS

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

OTHER REQUIREMENTS

- 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.

DELEGATED AUTHORITY

- NIL

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required
- Correctly use and maintain tools, equipment and vehicles/plant
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor
- Operate equipment and machinery with guards and safety controls operating and in place at all times
- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task
- Report all problems with plant and equipment promptly to their Supervisor
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor
- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers)

- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties
- Assist in the return to work process for themselves or any work colleagues following injury
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and

things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Mr Peter Bennett – Chief Executive Officer

Signature: _____

Date Originated: 10 April 2017

Date Reviewed: 06 January 2020

Employee Name: _____

Employee Signature: _____

Date: _____