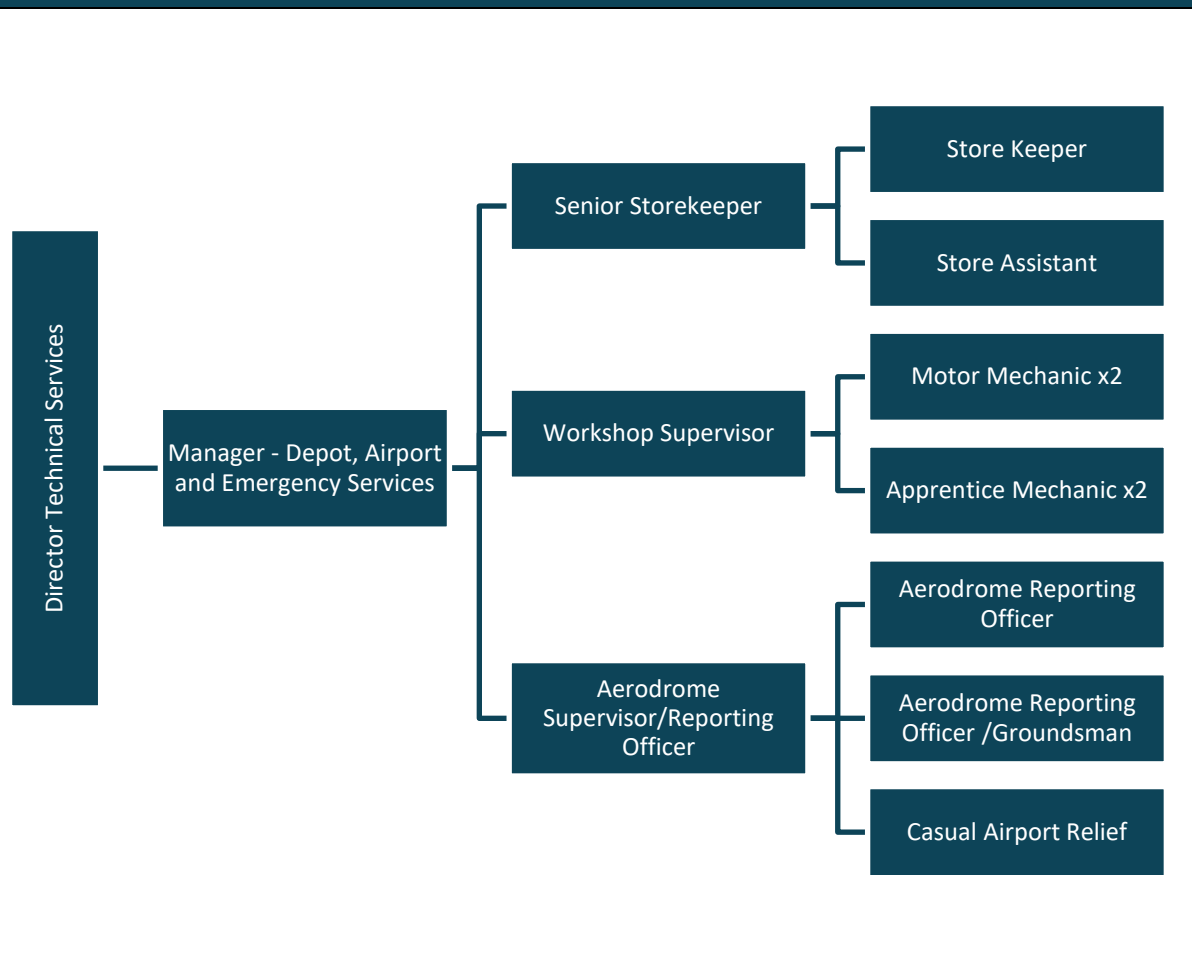


Position Title:	Motor Mechanic
Position Number:	5091
Division:	Technical Services
Section:	Plant and Depot
Grade:	5
Delegations:	Nil
Position FTE Hours	38

Primary Purpose of Position

To provide an effective and efficient mechanical service involving the repair, servicing and maintenance of Council's plant, equipment and vehicle fleet.

Sectional Structure



Selection Criteria

Qualifications/

Licences

- Current Motor Vehicle Repairer's Licence (automotive electrician or motor mechanic or similar)
- Current Motor Vehicle Tradesperson's Certificate
- Current NSW Class C drivers licence
- General Construction Induction Card (White Card)

The following are also highly regarded:

- Current NSW Authorised Inspection Scheme Examiner Authorisation (Authorised Safety Check Inspection Scheme (light vehicles))

Skills and Experience

- Experience in a similar role e.g. experience in the repair and maintenance of a diverse commercial vehicle and plant fleet
- Experience in welding and fabrication
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work unsupervised
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Undertake general mechanical duties on Council's diesel and petrol powered vehicles, plant and equipment including diagnose, overhaul, repair, tune and maintain
- Carry out the following: welding and fabrication on Council plant; hydraulic repairs; automotive electrical repairs; welding using MIG, stick and oxy; fabrication and machining; cleaning of plant and workshop
- Perform regular technical inspections of equipment and plant and problem solve issues in line with Council's procedures and manufacturing standards
- Undertake diagnostic testing procedures to determine componentry faults
- Provide the workshop supervisor with feedback on plant, equipment, trucks and vehicles as required
- Read and interpret schematic diagrams and drawings relating to plant and equipment
- Purchase parts and materials in accordance with Council's purchasing policies
- Plan work so that it is done efficiently and in accordance with industry standards
- Complete administration tasks such as timesheets and maintain accurate service and maintenance records
- Assist with coaching and supporting other workshop staff including apprentices
- Ensure the safe and correct use of all workshop equipment and work safely adhering to all WHS and environmental policies, procedures and standards.

- Perform all tasks with a strong focus on continuous improvement in service delivery and a high level of customer service
- Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here . The focus capabilities for this position are:	
Group	Capability
Personal Attributes	<p>Ownership - Demonstrates "Achieves it"</p> <p><i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved. • Demonstrates ownership through language and behaviour. • Speaks up when errors made. • Able to get work completed to the required standard.
	<p>Customer Focus - Foundational "Does it"</p> <p><i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Shows awareness that he/she is working for the community. • Shows respect, courtesy and fairness when interacting with customers and members of the community. • Listens and asks questions to understand customer/community needs.
Relationships	<p>Team Work - Demonstrates "Achieves it"</p> <p><i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i></p> <ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment. • Shares information and learning within and across teams. • Works well with other teams on shared problems and initiatives. • Looks out for the wellbeing of team members and other colleagues. • Encourages input from people with different experiences, perspectives and beliefs. • Shows sensitivity to others' workloads and challenges when asking for input and contributions.
	<p>Plan and Prioritise - Foundational "Does it"</p> <p><i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Results	<p>Health, Safety and Environment - Demonstrates "Achieves it"</p> <p><i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Takes responsibility for working safely, rather than relying on rules and policies. • Speaks up when something is unsafe. • Corrects safety hazards when identified. • Always follows safety procedures. • Reports health, safety and environmental issues and problems.
Technical	

Technical

Assets and Equipment - Demonstrates "Achieves it"

Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly

- Uses a variety of work tools and resources to enhance work products and expand own skill set.
- Ensures others understand their obligations to use and maintain work tools and equipment appropriately.
- Contributes to the allocation of work tools and resources to optimise team outcomes.

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	