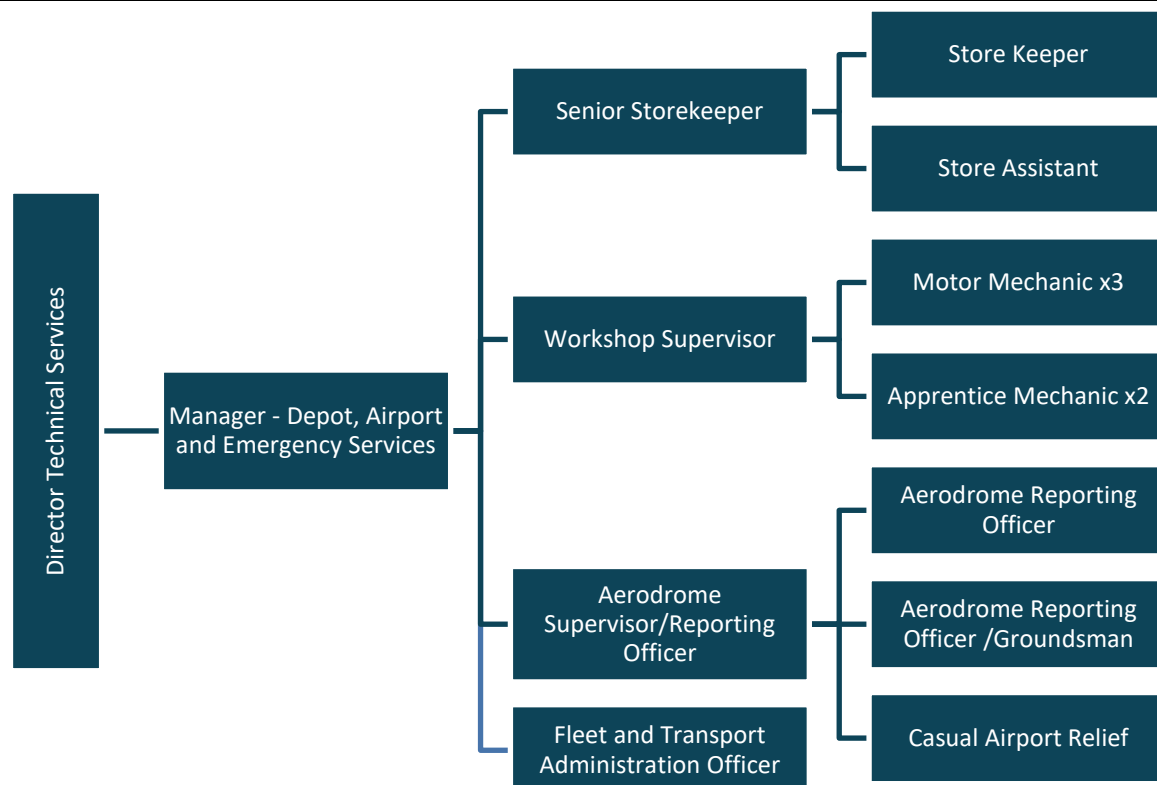


Position Title:	Apprentice Mechanic
Position Number:	TBA
Division:	Depot, Airport & Emergency Services
Section:	Workshop
Grade:	As per traineeship structure
Delegations:	Nil

Primary Purpose of Position

To assist the Council Workshop team with the maintenance and repair of Council's vehicle, plant and equipment fleet, while successfully completing a 4 year apprenticeship, including on the job and formal training.

Sectional Structure



Selection Criteria	
Qualifications/ Licences	<ul style="list-style-type: none"> • Class C Drivers Licence (Provisional acceptable) • General Construction Induction Card (White Card) • Ability to undertake the relevant Mechanical TAFE qualification • Working at Heights Qualification desirable
Skills and Experience	<ul style="list-style-type: none"> • Available to undertake the applicable training at TAFE • Pre-apprenticeship course, prior work experience or similar is desirable • Able to perform physical duties relevant to the role • A willingness to learn and take on constructive feedback • Good communication skills including the capacity to interact with all levels of staff and the public while maintaining effective customer service • Ability to work as part of a team • Demonstrated ability to follow directions and the ability to comprehend instructions • Ability to problem solve and use some self-initiative • Demonstrated ability to model Council's key values and desired behaviours
Key Accountabilities/Duties	
<ul style="list-style-type: none"> • Attending TAFE on a regular basis and achieving satisfactory results in accordance with a training plan • Following directions from the Team Leader/Supervisor • Service Council's plant and vehicle fleet as per manufactures specifications • Repair plant and vehicle systems, and test and diagnose • Service and repair other fleet items as required • Assist with any workshop cleaning and maintenance as required • Work cooperatively with all other team members and develop and maintain a professional working relationship with stakeholders including council staff and suppliers • Read and interpret schematic diagrams and drawings relating to plant and equipment • Complete administration tasks such as timesheets and maintain accurate service and maintenance records • 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 	

Corporate Values
<p>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:</p> <ul style="list-style-type: none"> • 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
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **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	
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Signature of Employee	
Date	

Human Resources Only: This position's ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay

