

POSITION DESCRIPTION

Position Title:	Leading Hand Heavy Duty Mechanic
Position Number:	10762
Directorate:	Strategic Projects & Infrastructure
Reports to:	Fleet & Plant Supervisor
Supervises:	Heavy Duty Mechanic, Apprentice Heavy Duty Mechanic
Internal Liaison:	Contractors, Machine and Equipment suppliers
External Liaison:	Residents, Ratepayers & the Community
Department:	Infrastructure Services
Agreement:	<i>Shire of Roebourne Enterprise Agreement 2012</i>
Classification:	Level 6 (MEU)
Review Date:	August 2014

1. POSITION OVERVIEW

The Leading Hand Heavy Duty Mechanic is responsible for assisting the supervision of day to day workshop activities.

1.1 Position Objectives

- Direct and control allocated employees, monitor and undertake repairs and servicing to all Council plant and equipment
- Liaise with the Fleet & Plant Supervisor on matters required for the effective operation of Council's Workshop.

2. DUTIES & RESPONSIBILITIES

2.1 Workshop

- Assist with the supervision of day to day workshop operations
- Direct and supervise allocated employees work schedules
- Liaise with and supervise external contractors as required

2.2 Maintenance

- Physically fit to carry out the following duties as required for the position:
 - Operate trucks and plant required for repairs
 - Capable of climbing work platform stairs
 - Operate porter powers and torque wrench
 - Carry out duties related to mechanical workshop
- Monitor and undertake repairs and servicing to all Council plant and equipment.
- Coordinate and supervise contractors with Plant Coordinator for works on specialised plant and equipment.
- Test run plant and equipment following major repairs.

2.3 Record Keeping

- Maintain plant and equipment service and operation records
- Assist in the regular checking of tool lists on inventories with appropriate Supervisors and Leading Hands
- Inspect and supervise major repairs, including ordering of parts required in consultation with the Fleet & Plant Supervisor.
- Report in writing, all plant and equipment abuse/damage to Fleet & Plant Supervisor.
- Prepare and monitor plant replacement and maintenance programmes in consultation with Fleet & Plant Supervisor.

2.4 Occupational Health & Safety

- Undertake all tasks in the full understanding of the officer’s obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Good record keeping and administrative skills.
- Working knowledge of a Council’s administrative procedures.

3.2 Judgement and Problem Solving

- Working knowledge of Occupational Health, Safety and Welfare Regulations.
- Working knowledge of Award conditions and dispute procedures.
- Ability to identify and control issues associated with plant and equipment.

3.3 Specialist Knowledge and Skills

- Thorough knowledge of workshop operations.
- Sound knowledge of servicing and maintenance of all plant, including heavy trucks, earthmoving equipment, light vehicles, garden mowers and fixed plant, including pumps and pipe works.
- Basic computer skills

3.4 Management Skills

- Demonstrated time management and organisational skills.
- Developed team development and leadership skills.
- Demonstrated previous supervisory experience within a diverse mechanical workshop.

3.5 Inter Personal Skills

- Developed public relations and interpersonal skills.
- Proven verbal and written communication skills

3.6 Qualifications and Experience

- Minimum of 3 years’ experience with heavy trucks/plant and other earthmoving equipment
- Relevant Trade Certificate
- Forklift certificate
- First Aid Certificate, Chlorine and BA Certificate and Automotive Air Conditioning Certificate are desirable.
- Hold a current manual national “C” and “HR” class driver’s licence as minimum. “HC” desirable.
- Hold a National (or Federal) Police Certificate (no more than 6 months old).

PD Approved by: Chief Executive Officer

Supervisor:
(Print)

Signature:

Employee:
(Print)

Signature:

Date Appointed: