

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
Department:	City Services
Agreement:	City of Karratha Enterprise Agreement 2021
Classification:	Level 6 (MEU)

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

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position
- City policies and procedures relevant to safety are applied
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the *OHS Risk Management Procedure*
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection
- Provide and maintain a working environment in which the employees of the are not exposed to hazards
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

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

3.1 Authority and Accountability

- Works under limited supervision of the Fleet & Plant Supervisor.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Working knowledge of a Council's administrative procedures.

3.2 Judgement and Problem Solving

- Demonstrated time management and organisational skills.
- 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.
- Good record keeping and administrative skills.
- Basic computer skills

3.4 Management Skills

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

3.5 Interpersonal 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 (Desirable)
- Current manual HR class driver's licence (HC desirable)
- National (or Federal) Police Certificate (no more than 6 months old)