

POSITION DESCRIPTION

Position Title:	Light Vehicle Mechanic
Position Number:	11059
Directorate:	Strategic Projects & Infrastructure Services
Reports to:	Leading Hand Heavy Duty Mechanic
Department:	Waste, Fleet & Depot
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	MEU Level 4a

1. POSITION OVERVIEW

The Light Vehicle Mechanic is responsible for undertaking day to day workshop activities as directed, including servicing, repair and maintenance of all light vehicles, garden mowers, minor equipment and fixed plant and assisting Heavy Duty Mechanics working with earthmoving equipment where required.

1.1 Position Objectives

- Monitor and undertake repairs and servicing to Council plant and equipment.
- Liaise with the Leading Hand Heavy Duty Mechanic on matters required for the effective operation of Council's Workshop.

2. DUTIES & RESPONSIBILITIES

2.1 Operational

- Undertake day to day workshop operations.
- Physical requirements of the position include:
 - Manual handling (lifting, moving as appropriate) requirements, between 16 and 55 kg as per WorkSafe definitions)
 - Bending, stretching as required to work on machinery
 - Working on truck platforms, steps and ladders
 - Working in restricted areas

2.2 Maintenance

- Monitor and undertake repairs and servicing to Council light vehicles, plant and equipment.
- Assist Heavy Duty Mechanics on mobile plant and earthmoving equipment where required.
- Work alongside contractors as required for works on specialised plant and equipment in consultation with Leading Hand Heavy Duty Mechanic.
- Test run plant and equipment following repairs.
- Report plant and equipment defect/failure observations to Leading Hand Heavy Duty Mechanic and/or Plant Supervisor.
- Completion of Job Cards for plant service and repairs.
- Attend appropriate seminars and courses to upgrade skills and knowledge.

2.3 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with 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.
- They comply with all City policies and procedures relating to their health and safety.

- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Leading hand Heavy Duty Mechanic
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to exercise due diligence to ensure all repairs are performed as per manufacturers guidelines.
- Ability to produce accurate and timely repair reports.

3.2 Judgement and Problem Solving

- Ability to prioritise tasks to meet deadlines in consultation with Fleet & Plant Supervisor & Leading Hand Heavy Duty Mechanic.
- Developed time management and organisational skills.
- Developed record keeping and administrative skills.
- Identify potential mechanical faults and initiate repairs within minimum guidance.

3.3 Specialist Knowledge and Skills

- Demonstrated previous experience as an auto mechanic.
- Excellent knowledge of mechanical, electrical and electronic components of vehicles.
- Thorough knowledge of workshop operations.
- Working knowledge of vehicle diagnostic systems and methods.
- Sound knowledge of servicing and maintenance of plant, including light vehicles, garden mowers, minor equipment and fixed plant.

3.4 Interpersonal Skills

- Well-developed written and oral communication skills

3.5 Qualifications and Experience

- Relevant Trade Certificate (AUR30616 Cert 3 in Light Vehicle Mechanical Technology)
- High Risk Forklift Ticket
- First Aid Certificate
- Current Manual C class driver's licence (HR desirable)
- National (or Federal) Police Certificate (no more than 6 months old)