

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Apprentice - Heavy Duty Mechanic</b>
<b>Position Number:</b>	<b>10926</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Fleet &amp; Plant Supervisor</b>
<b>Supervises:</b>	<b>Nil</b>
<b>Department:</b>	<b>Waste, Fleet and Depot</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Percentage of MEU Level 6</b>

## 1. POSITION OVERVIEW

The Apprentice - Heavy Duty Mechanic is responsible for assisting the mechanics conducting repairs and maintenance of Council plant and mechanical equipment and maintaining the workshop and associated equipment in a safe, clean and tidy condition.

### 1.1 Position Objectives

- To learn the trade and skills of a Heavy Duty Mechanic for the maintenance of Councils Fleet and Plant.
- To assist the mechanics in carrying out allocated work programs in preparing, repairing and maintaining plant and mechanical equipment.
- Liaise with the Fleet & Plant Supervisor and Leading Hand Heavy Duty Mechanic regarding safety and operation matters, and day to day requirements.
- To ensure the workshop and associated equipment is kept in a safe, clean and tidy condition.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Repairs – Under Mechanical Supervision

- Carry out repairing of plant and equipment
- Examination of vehicle and machinery systems
- Identification and repair of faults in vehicles, machine components and systems
- Implementation of diagnostics tests and diagnosing defects
- Identification of repairs required through unfair wear and tear
- Interpretation of data and technical information
- Attend vehicle breakdowns and conduct roadside repairs as necessary
- Gas and electrical welding as required
- Liaising with relevant personnel in regard to the supply of parts and equipment

### 2.2 Service – Under Mechanical Supervision

- Carry out servicing of plant and equipment
- Carry out routine inspections, condition reports indicating if uneconomical to repair
- Liaising with relevant personnel in regard to the supply of parts and equipment

### 2.3 Cleaning

- Clean workshop area, tools and equipment
- Cleaning of vehicle and machinery interior, exterior, engines and engine components.

## **2.4 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 the direct direction of the Fleet & Plant Supervisor and Leading Hand Heavy Duty Mechanic.
- Works in accordance with the approved Council's policies, procedures and guidelines

### **3.2 Judgement and Problem Solving**

- Ability to problem solve with solutions found in established processes and procedures.

### **3.3 Specialist Knowledge and Skills**

- Be able to demonstrate a knowledge and understanding of mechanical and or electrical components.
- Be physically capable of working in confined and awkward spaces.
- Developing knowledge of workshop procedures.
- Developing knowledge with the use and maintenance of workshop equipment.
- Developing knowledge of the operation
- Ability to identify colours i.e., electrical tags.

### **3.4 Interpersonal Skills**

- Basic numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Ability to present information verbally in a one-on-one situation and small groups.
- Ability to use basic numeracy skills specifically with weight, volume and distance measurements.
- Ability to read and comprehend instructions, memos, general correspondence and apply common sense to carry out instructions.
- Ability to work both autonomously and within a team.
- Demonstrate a can-do attitude to work.

### **3.5 Qualifications and Experience**

- High School Certificate or equivalent Education Certificate or one to three months related experience and or training, or an equivalent combination of education and experience.
- Pre-Apprenticeship Course (desirable)
- Forklift Certificate (desirable)
- Previous mechanical experience (desirable)
- Demonstrated mechanical aptitude with the ability to learn and develop
- Current Manual C class driver's licence
- Current Manual HR class driver's licence (desirable)
- Hold a National (or Federal) Police Certificate (no more than 6 months old).