

# Role Description

## Mechanic (Light)



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|----------------------------------|---|
| <b>Title</b>                     | Mechanic (Light)                            |
| <b>Classification/Grade/Band</b> | Band 2 Level 1                              |
| <b>Group/Unit/Section</b>        | Finance / Plant & Fleet / Plant Maintenance |
| <b>Reports to</b>                | Supervisor – Plant & Fleet Maintenance      |

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Mechanic is responsible for effectively carrying out servicing, maintenance and repair of commercial vehicles within the Central Coast Council (CCC) fleet.

The position of Mechanic is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Apply the correct maintenance and repair procedures to Fleet vehicles and equipment (including aquatic, small plant, SES, RFS) ensuring that repairs and maintenance confirm with the requirements as listed in the manufacturer's manual and the Plant's issued documentation and policies;



- Perform registration checks on CCC plant and vehicles within required timeframes and ensure all vehicles comply with legislative standards;
- Guide and supervise apprentice activities within Fleet Maintenance Workshops;
- Actively contribute to the records management procedures through the electronic Fleet Management System;
- Ensure Fleet vehicles and equipment continually meet RMS and SafeWork regulations. This involves regular inspections and registration checks in the field to determine plant condition and report on necessary action required to maintain plant as fit for purpose;
- Actively contribute to a workshop that operates within Work, Health & Safety and Environmental Management principles;
- Be able to work at any location that is under the management of the CCC and/or any location as specified and instructed by management;
- Support the process to ensure adequate supplies and equipment are available within the workshop to allow complete service delivery;
- Provide a mechanical service that maintains both the cost benefit and value of CCC Plant & Fleet assets;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Mechanic is required to choose the appropriate processes. Unusual problems may be referred to for clarity of policy or direction;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Mechanic influences the community within a specified service line through the application of technical skill or application of regulatory requirements;



- The Mechanic has the authority to certify that works meet relevant statutory requirements and is accountable/liable for own actions or decisions;
- Be aware of and comply with National Heavy Vehicle Regulator's policy regarding Heavy Vehicle Fatigue Management and Chain of Responsibility (CoR) laws when operating heavy vehicles.
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.



## Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behavior and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

## Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## QUALIFICATIONS

### Essential

- Certificate III qualification in Light Vehicle Mechanical Technology or related field, combined with ongoing professional development;
- Current NSW Fair Trading Tradesperson Certificate;
- Current RMS Vehicle Examiners Certificate - Light or willingness to obtain;



- Current Construction General Induction Card;
- Current Forklift Licence or willingness to obtain;
- Current Class C Driver's Licence;
- Current Class MR License or willingness to obtain within specified period.

### **Desirable**

- Current Class HR Licence;
- Dogging (DG);
- Certificate III in Heavy Commercial Mechanical Technology or Automotive Mobile Plant Technology or related field;
- Heavy Vehicle Authorised Examiner - Unrestricted Certificate

### **EXPERIENCE**

- Demonstrated recent experience in the repair of late model Fleet vehicles and equipment;
- Demonstrated experience in the supervision and guidance of apprentices;
- Demonstrated knowledge of and recent experience in the use of electronic vehicle asset management systems (Hansen8 or similar), email and other internet applications;
- Demonstrated knowledge of parts and material acquisitions and administration systems for their procurement;
- Sound knowledge and understanding of industry standards, legislative requirements, principles and trends;
- Demonstrated ability and experience in communicating effectively and exchanging of information both verbally and in writing with staff and other work teams;
- Ability to complete work and deliver according to developed schedules and key business priorities with minimal supervision.



**Key Relationships**

| Internal   | External  |
|--|-----------|
| Section Managers/Team Leaders                          | Community |
| Other Council employees (not including direct reports) | Vendors   |

