



Position Title	Automotive Technician - Fleet, Radio & Equipment
Location	5 Cowcher Place, Belmont
Department	State Control and Logistics
Stream	Emergency
Job Family	Individual Contributor

Main Purpose of Position	Ensure all organisational vehicles and equipment are maintained and repaired to operational standards
Position Reports to	Workshop Lead
Direct Reports to Position	Nil

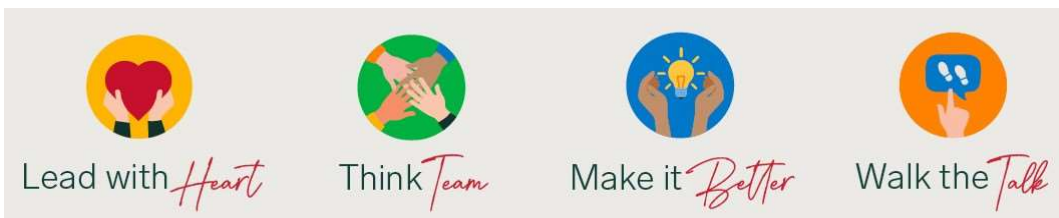
Key Outcome Areas

Outcome 1: Operational/Function Activities

- Ensure all organisational vehicles and equipment are maintained and repaired to operational standards without comprising quality or safety
- Oversee vehicle maintenance, upgrading and servicing on a regular basis
- Facilitate the timely return of vehicles to operational standards without compromising vehicle safety
- Ensure the transportation of vehicles, parts and equipment is actioned effectively
- Maintain an up-to-date knowledge of the latest techniques for servicing and repairs
- Develop modifications via improved repair methods to improve the quality of the fleet at the build level
- Ensure new vehicles are mechanical operational and checked prior to being made operational in collaboration with construction team
- Meet KPI's as directed by line manager.

Outcome 2: Role Specific Tasks

- Deliver vehicles to outside contractors for repairs which includes requesting and collecting parts to ensure operational requirements are met
- Respond to email and phone enquiries from external and internal stakeholders
- Provide technical support for internal stakeholders to assist with technical information and repairs
- Record service and repair information on service/fault sheets and update fleet management system
- Ensure workshop area and equipment are maintained and secured/used safely
- Maintain fleet system/quality system
- Take reasonable care to ensure own safety and health at work and avoid adversely affecting the safety and health of any other person





- Report any unsafe conditions or incidents that occur and comply with all occupational safety and health policies and procedures

Organisational Support:

- Take reasonable care to ensure own safety and health at work and avoid adversely affecting the safety and health of others and report any unsafe conditions or incidents that occur and comply with all occupational safety and health policies and procedures.
- Contribute to a high-performance culture that aligns with the vision, values and strategic priorities of the stream and organisation more broadly.
- Support St John diversity and inclusion programs, initiatives and strategies.
- Ensure all correspondence and administrative processes are completed in accordance with established policies, procedures, and workflows.
- Ensure documentation and associated processes are maintained and accessible in appropriate formats.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.
- Assist in any other area as directed by the Line Manager or delegate.

About You

- Knowledge of systems, tools and process within the ambit of this position.
- Good problem solving and organisational skills.
- Excellent communication skills both written and verbal.
- Extensive mechanical and automotive electrical skills
- Ability to adapt and be flexible with changing work environment
- Ability to work autonomously and within a team environment
- Excellent problem solving and time management skills
- Competency with computer programs in a professional capacity
- Vast product and procedural knowledge including diagnostic skills
- Extensive experience with mechanical, automotive electrical repairs & wheel alignment

Qualifications

- Relevant qualification in Automotive Mechanical
- 3 years' of experience required in similar role
- C Class drivers' license
- Light Rigid (LR) license (desirable)
- Air-conditioning repairer's license/refrigerant handling

Extent Of Authority

This position:

- Operates under the direction of the Line Manager or delegate within established guidelines, procedures, policies, workflows, and precedents.
- Is required to communicate with internal and/or external stakeholders to fulfil the requirements of the position as directed by the Line Manager or delegate.
- Is required to problem solve by applying sound judgement using standard procedures, guidelines, workflows, and precedents.



Lead with *Heart*



Think *Team*



Make it *Better*



Walk the *Talk*



Last Update	27 October 2025		
Employee	<code>[#if [acceptance_date_day] == "XX"]This document will be electronically signed when you accept your contract.[#else][acceptance_status][/#if]</code>	Date	<code>[#if [acceptance_date_day] == "XX"][#else][acceptance_calc] [acceptance_date_time][/#if]</code>
Manager	<code>[reporting_manager_firstname] [reporting_manager_lastname]</code>	Date	<code>[offer_date]</code>



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