

# Role Description

**Position Title** Heavy Vehicle Motor Mechanic

**Position Number** FLT100

## Purpose of Role

To carry out corrective and preventative maintenance duties as part of the fleet team to assist in achieving departmental objectives, utilising a high level of technical skills and experience.

## Specific Responsibilities

Perform daily preventative and corrective maintenance including mandatory annual safety inspections and Certificates of Inspection (COI) (where applicable) to Council's fleet, plant and small equipment assets as required.

Conduct regular onsite repair and servicing as required.

Undertake steel fabrication and welding work.

Provide guidance and assistance to apprentices as required.

Maintain records including time sheets, job cards and defect reports using computer software applications as required.

Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, Council's safety policy and procedures.

Maintain good working relations and deal cooperatively with members of the public and team members.

Participate in an afterhours call out roster as required, with the ability to work flexible working hours as required.

## Work Experiences and Skills – essential

Experience in maintenance and repair/overhaul of light, medium and heavy vehicles and mobile plant, at Council Workshops and onsite.

Numeracy, written and verbal communication skills sufficient to complete paper work, read safety instructions and plans, and to effectively communicate with the public and team members in the provision of a quality customer service.

Sound time management skills and the ability to develop, maintain and monitor own work activities to meet deadlines.

Experience in determining safe working practices relating to physical tasks.

Ability to contribute to the work team as an effective team member.

## Academic, Trade Qualifications and other Licences - essential

Minimum of a recognised trade certificate as a heavy vehicle motor mechanic/diesel fitter.

Occupant must hold or be willing to obtain within 12 months of appointment, a Queensland recognised Road Worthy Examiners Licence for Heavy Commercial up to 16t GVM, Light Commercial and Passenger and Heavy / Light Trailers.

Current HR class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

### Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

### Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none"> <li>▪ We listen to people</li> <li>▪ We treat people fairly and consistently</li> <li>▪ We embrace diversity and opinions</li> <li>▪ We treat others as we wish to be treated</li> </ul>	<ul style="list-style-type: none"> <li>▪ We seek to understand the needs of those we serve</li> <li>▪ We strive to exceed expectations</li> <li>▪ We communicate clearly</li> <li>▪ We take a positive approach</li> <li>▪ We are proud to serve our community</li> </ul>	<ul style="list-style-type: none"> <li>▪ We are ethical and honest</li> <li>▪ We take responsibility for our actions</li> <li>▪ We act within statute and law</li> <li>▪ We take pride in the manner in which we perform our duties</li> </ul>	<ul style="list-style-type: none"> <li>▪ We promote a friendly, supportive work environment</li> <li>▪ We inspire and encourage innovation</li> <li>▪ We develop and maintain relationships</li> <li>▪ We work collectively to achieve common goals</li> <li>▪ We work collaboratively with our community and external partners</li> </ul>	<ul style="list-style-type: none"> <li>▪ We focus on the future</li> <li>▪ We respect the environment</li> <li>▪ We demonstrate leadership by example</li> </ul>