

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Trade Assistant - Mechanical
Position Number	003389
Business Unit	Business and Executive Services
Branch / Section	Engineering and Fleet Services (EFS)
Location	South
Immediate Supervisor	Unit Coordinator – Workshops South
Award	Tasmanian State Service Award
Employment Conditions	Full Time, Fixed Term
Classification	Band 2

Focus:

Engineering and Fleet Services (EFS) is responsible for vehicle fabrication, automotive, electrical works, and vehicle commissioning and maintenance for DPFEM clients and stakeholders.

This position will assist the mechanical team by assisting with generic mechanical based tasks and logistical support.

The incumbent will be responsible for assisting with vehicle decommissioning and other commissioning and decommissioning tasks as directed by the Unit Coordinator – Workshops South.

Primary Duties:

- Complete vehicle commissioning tasks that contribute to the planned vehicle maintenance schedule.
- Carry out mechanical associated work and tasks in a timely and cost effective manner.
- Assist with the maintenance and repairs of the DPFEM vehicle fleet.
- Modify, repair and test mechanical components across the DPFEM vehicle fleet including fire appliances, cars, motor cycles, small engines and specialised operational vehicles and equipment.

- Assist with recording of stock and other consumable items in accordance with Departmental policy and practice.
- Complete time sheets, vehicle log books and job sheets.
- Assist with other tasks and functions of Engineering and Fleet Service as required.

Scope of Work:

Contribute to the mechanical servicing schedule allowing the timely servicing and repair of emergency service vehicles and assets.

Assist with the decommissioning and commissioning of DPFEM owned and leased assets to ensure timely vehicle disposal, and EFS achieves the agreed vehicle replacement and maintenance schedules.

Direction and Supervision:

The incumbent operates under the instruction and direction of an immediate supervisor and is expected to work to agreed timelines, follow existing guidelines, policies, procedures and adhere to existing standards and regulations.

Selection Criteria:

1. Experience or ability to acquire knowledge and skills relating to vehicle maintenance, servicing, cabling and dismantling and assembly of interior and exterior of vehicles.
2. Sound time management skills with the ability to complete work to a high standard by following verbal and written instructions.
3. Ability to work effectively both independently and as a member of team in a workplace subject to high work volume and pressure.
4. Sound communication skills and the ability to liaise with stakeholders and other departmental employees.
5. Interpersonal skills, particularly in handling sensitive matters in a confidential and professional manner.

Qualifications and Experience:

Nil

Desirable Requirements:

- Practical experience working within the automotive industry.
- Fork lift licence.
- Medium / Heavy Vehicle Licence.

Essential Requirements:

- A current Drivers Licence.

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

Amardeep Ghuman

Manager, Partnering and Employment Services
BUSINESS AND EXECUTIVE SERVICES

Date: October 2024