

POSITION DESCRIPTION

Position Number:	MECHANIC
Position Title:	Mechanic
Division:	City Infrastructure
Classification:	Grade 7 Year 1 – Grade 7 Year 3
Status:	Full Time Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Team Leader Workshop






Position Objectives

The Mechanic is responsible for providing a high standard of maintenance and repairs to the City of Mount Gambier plant and equipment under the direction of the Team Leader Workshop, while proactively diagnosing faults to assist in the prevention of breakdowns or unexpected down time of machinery.

Key Result Areas

1. Ensure effective maintenance and repair of the organisations plant and equipment to ensure the efficient and effective running of all vehicles, plant and equipment to legislative requirements.
2. Provide specialist knowledge for the development, review and maintenance of a preventative maintenance program for the organisations plant and equipment.
3. Maintain excellent customer service, and effective administrative record reporting for servicing and maintenance of all plant and equipment to approved quality standards.
4. Ensure the effective provision of administrative records are kept for servicing and maintenance to ensure compliance requirements are met.

Void without CEO approval:

REVIEWED: Manager/Supervisor		09/12/2025
REVIEWED: General Manager		09/12/2025
APPROVED: Chief Executive Officer		11/12/2025

Key Duties & Responsibilities

1. Depot & Workshop

- In the absence of the Team Leader Workshop, assume the role of Team Leader Workshop.
- Maintain detailed lists of spare parts required to be ordered for Workshop Store to ensure availability for scheduled servicing of plant and equipment.
- Actively participate in the training and supervision of Workshop apprentice

2. Fleet and Plant Maintenance

- Undertake all routine maintenance and repairs to the organisations plant fleet and equipment under the direction of the Team Leader Workshop.
- Contribute to the improvement of plant maintenance practices in line with industry standards and best practice.
- Provide assistance with operator training in vehicle and equipment maintenance when required to ensure safe and effective operation of all plant and equipment.
- Provide professional advice on the condition of plant and equipment when requested.
- Make decisions in relation to the works required on plant and equipment to ensure maximum performance and safety in consultation with the Team Leader Workshop.

3. Work Health and Safety

- Responsible for and actively involved in identifying and managing risks and hazards in day-to-day activities and operations.
- Contribute to a positive safety always culture including participating in the development and review of plant risk assessments and safe operation procedures, safety manuals or any other safety documentation. as required relevant to the Workshop and Plant and Equipment
- Exercise appropriate care and responsibility in respect of own work environment, other employees of the organisation and the public generally consistent with an employee's duty of care under the work health safety act.
- Ensure any Contractors engaged adhere to Conditions of Entry of any accessed City of Mount Gambier sites
- Promote a safety culture and ensure so far as is reasonably practicable, the health, safety and wellbeing of all people involved in the workplace and facilitated functions/ events.
- Ensure the safe operation of High Risk and Minor Plant and administration of Pre-Start Checks.

4. Other Duties

- This position maybe required to perform any duties included within the Infrastructure Portfolio (and at lower classifications where necessary) in which the incumbent has the necessary professional and technical skills

5. Adhere to Council's General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the



workplace.

- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of Council Staff Members.
- Demonstrate and uphold Councils values that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support council's customer service charter.

Key Competencies & Selection Criteria

Inherent Essential License

- A satisfactory pre-employment medical examination
- Current Satisfactory National Police Certificate
- Current Satisfactory Working with Children Check (WWCC)
- Current Drivers Licence

Essential

- Understanding of the application of continuous improvement principles to ensure increased efficiency and productivity of operations.
- Experience in applying the principles of risk management and safety within an operational work environment.
- Relevant experience in the repair and maintenance of various fleet, heavy earthmoving plant and machinery, including diesel engines, hydraulics and electronics together with the ability to diagnose and rectify mechanical faults.
- Demonstrated ability to work effectively in a team environment and lead and supervise employees to meet organisational objectives.
- Current Car licence
- Applicable Trade Qualifications.

Desirable

- Qualifications or experience in welding.
- Current HR and Forklift Licence.
- Certificates of Competency for front end loader





Occupant: VACANT

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ / ____ / ____
Signature date

