

POSITION DESCRIPTION

Position Number:	AHCVM
Position Title:	Apprentice Heavy Commercial Vehicle Mechanic
Division:	City Infrastructure
Classification:	Local Government Industry Award
Status:	Fixed Term Contract
Hours:	76 Hours Per Fortnight
Reports To:	Team Leader Workshop



Position Objectives

The Apprentice Heavy Commercial Vehicle Mechanic is responsible for ensuring a high standard of maintenance and repairs to the City of Mount Gambier plant and equipment under the supervision of the qualified mechanics.




As an Apprentice Heavy Commercial Vehicle Mechanic, you will participate in a team environment working under our experienced qualified Mechanics to learn the trade and advance your career.

You will be required to proactively assist in preventative maintenance to limit breakdowns or unexpected down time of machinery.

Key Result Areas

1. Provide support to Qualified Mechanics to ensure effective maintenance and repair of all the organisation's vehicles, plant, and equipment to enable efficient and effective operations of all vehicles, plant, and equipment to the facilitate the City of Mount Gambier operational requirements and legislative requirements.
2. Maintain excellent customer service experiences with internal and external stakeholders.
3. 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		25/10/2024
REVIEWED: General Manager		26/10/2024
APPROVED: Chief Executive Officer		29/10/2024

Key Duties & Responsibilities

1. Fleet and Plant Maintenance

- Actively participate in learning repair and maintenance techniques and procedures under the supervision of the qualified mechanics.
- Observing and learning from senior mechanics to build industry knowledge and skills.
- Assist in the undertaking of all routine maintenance and repairs to the organisations plant fleet and equipment under the direction of the Team Leader Workshop.
- Perform minor diagnostics and troubleshooting.
- 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.
- Help clean and maintain workshop as required.
- Undertake yard duties as directed i.e.: Fuel dips, receiving of goods and completing administration tasks as instructed.

2. 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.
- 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 and safety act.
- Responsible for and actively involved in, identifying, and managing risks and hazards in day-to-day activities and operations.
- Exercise appropriate care and responsibility to ensure your actions do not endanger others in the workplace within the organisation and the public.
- Take responsibility for your own health, safety, and fitness at work.
- Actively participate in the organisation's continuous safety improvement programs.
- Abide by the organisation's "Safety Always" culture by being actively involved in safety reporting processes.

3. Other Duties

- Attend off-the-job structured training as required by the Training Agreement for the Apprenticeship, and other short courses as identified.
- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) in which the incumbent has the necessary competence and training.



4. 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 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 – Behavioral Expectations of Council Staff Members.
- Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviors and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation's customer service charter.

Checks and Clearances

The checks and clearances form part of the conditions of employment and are in accordance with the City of Mount Gambier's Code of Conduct.

Applicants will be required to provide or undertake the following:

Current satisfactory National Police Clearance	Hearing Test	Working with Children Check
Current Reference Check	Functional Capacity Assessment	Drivers Licence History report
Current and valid Driver's Licence – Minimum C class	Pre-Employment Medical Check	



Key Competencies & Selection Criteria

Essential

- The commitment to successfully complete a Heavy Commercial Vehicle Mechanical trade. qualification.
- Ability and desire to work with a range of earthmoving, agricultural, commercial and passenger vehicles.
- Effective communication skills and occasional report writing
- Ability to work in a team environment.
- Ability to discuss and solve problems.
- Basic use of computers.
- Current and valid Driver's Licence

Desirable

- Experience in the minor 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.
- Qualifications or experience in welding.
- Current HR and Forklift Licence.

Special Conditions

- Some work outside of normal business hours may be required as part of emergency works, or scheduled maintenance requirements or reasonable overtime as required to maintain service levels to the community.
- Applicants may be required to be contactable outside of normal business hours for matters regarding the next working days direct operational requirements.
- May be required to start and finish work from different locations.



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*

