



POSITION DESCRIPTION

HEAVY PLANT APPRENTICE MECHANIC

CLASSIFICATION: Heavy Plant Apprentice Mechanic

DEPARTMENT: Works & Operations

LOCATION: Zeehan Works Depot

REPORTS TO: Mechanic / Group Leader North

1. POSITION OBJECTIVE:

UNDERSUPERVISION

- To effectively and efficiently assist in the maintenance and repairs on Council's plant and mechanical equipment.
- Comply with Council's standard operating procedures and assist in the operation of this department in line with corporate objectives, responsibilities and duties.

2. KEY RESPONSIBILITIES:

UNDER SUPERVISION

- To learn and assist in the provision of maintenance and repair services for all Council's plant and equipment using the most cost effective means
- Learn and maintain a current knowledge of mechanical products, maintenance and repair methods
- Learn and assist in the prioritising and planning of maintenance schedules including associated notifications. Undertake training to enable increased proficiency and effectiveness by upgrading the skills as required of this position
- Ensure Occupational Health and Safety Acts, Regulations and Council Policies are adhered to at all times
- Promote and project a positive image of Council, by maintaining personal, plant and work areas of appearance at a high level of order and cleanliness

- Assist in the performance of emergency and after hours duties if required
- Carry out such other duties that are within the limits of your skill, competence and training as the Mechanic/ Group Leader North may direct as and when required.

3. ORGANISATIONAL RELATIONSHIP:

Reports to:

- Mechanic/ Group Leader North

Internal liaisons:

- Liaise with internal staff
- Co-operate and Liaise with all other members of staff to promote team spirit.

External liaisons:

- General public, if required.

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to Mechanic/ Group Leader North
- Accountable for the safe and efficient operation any equipment used, if required.

6. INTERPERSONAL SKILLS:

- Ability to work as part of a team.

7. QUALIFICATIONS AND EXPERIENCE:

- Current unrestricted drivers' licence or proven evidence to gain
- Computer literacy essential
- Ability to gain required knowledge and application of safe work practices
- Ability to gain the required knowledge to assist in the diagnosis of mechanical problems of a wide range of mechanical equipment
- Physical abilities to carry out duties of the position

9. PERFORMANCE INDICATORS:

- How well allocated duties are undertaken
- Compliance with Occupational Health and Safety
- Completion of required training.