

POSITION DESCRIPTION

Apprentice Diesel Mechanic
(POS2746)

Directorate:	Operations	Department:	Operational Support
Position Grade:	T4+	Reports to:	Team Leader Plant and Fleet
Last review:	January 2025	Next review:	January 2027
		Version No.:	1.0

Position purpose:

In this full-time four-year role, you will complete study in the Certificate 3 in Heavy Commercial Vehicle Mechanical Technology whilst contributing to, and developing practical skills in, the maintenance and repairs of Councils' mobile and fixed plant items.

Key accountabilities/responsibilities:

Responsible for:

- 1) Participation in, and successful completion of, all required training and other required evaluations.
- 2) Progress through the Apprenticeship milestones in a timely manner.
- 3) Participation and engagement in all workplace learning opportunities.
- 4) Assist Council's Plant Mechanic with the following:
 - Efficient repair and maintenance of council vehicles and plant.
 - Diagnose problems and effectively carry out mechanical repairs.
 - Assist with requirements for parts and consumable items.
 - Maintain workshop and facilities in a clean, safe and professional manner.
 - Identification of any issue or concern regarding the safe operation and/or effective use of council vehicles.
- 5) Attend meetings and offer suggestions for improvement.
- 6) Build professional relationships with colleagues and internal customers.

Decisions made in the position:

- 1) Completion of allocated tasks and duties in a timely manner
- 2) Always maintaining a professional appearance in the workplace.
- 3) Working professionally and collaboratively as part of a team.
- 4) Delivery of excellent customer service to both internal and external stakeholders

Decisions referred:

- 1) Purchasing of parts, consumables and/or other items
- 2) Tasks outside the scope of the position

Key issues/challenges:

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- 1) Completion of training, tasks and documentation within specified timeframes
- 2) Demonstrate ability to take on constructive feedback and improve performance.
- 3) Highly effective teamwork
- 4) Ensuring a safe and non-hazardous working environment for all Council employees and the community

Key working relationships:

- | | |
|------------------------------------|---------------------------------|
| • Team Members and Team Leader | • Other team members of Council |
| • Coordinator– Mechanical Workshop | • Manager Operational Support |

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Completion of Year 10.
- [Willing to enrol and complete apprenticeship in Automotive Mechanic](#)
- Class C driver's licence (or Provisional licence)
- [Willing to obtain HR Drivers licence](#)

Experience

- An interest in, and aptitude for, analysing, diagnosing and solving mechanical problems especially with diesel heavy earthmoving machinery.

Knowledge and Skills

- Must be able to complete basic maths, logic and English skills tests.
- Ability to set priorities and organise work.
- Strong communication skills.
- Able to take direction and implement feedback on performance.
- Demonstrated ability to work as part of a team.
- Demonstrated willingness to learn.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current HR Drivers Licence
- First Aid
- Construction Induction Certification (White Card).
- Higher School Certificate

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous