**POsition descriptioN**

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| POSITION TITLE: | **Heavy Commercial Motor Mechanic**  |
| DIVISION: | **Infrastructure & Assets** |
| DEPARTMENT: | **Assets** |
| SECTION: | **Fleet** |
| CLASSIFICATION: | **Band 4** |

**POSITION OBJECTIVES:**

Ensure that all plant and equipment is efficiently and effectively maintained in accordance with designated standards, policies and guidelines.

**KEY RESPONSIBILITIES AND DUTIES:**

1. **Program Implementation and Monitoring:**
* Support the Workshop Supervisor to implement and maintain the Maintenance Systems in accordance with adopted scheduling and maintenance programs for all plant and equipment.
* To assist in the development of maintenance programs and to develop and facilitate effective proactive maintenance works procedures and responses that are in accordance with industry service levels for the maintenance activities.
* Actively contribute, support and be part of a self-managed work group. Ensure works are performed in accordance with Council’s EBA (No 8) 2021 – 2025, Council’s OH&S policy and other relevant corporate policies and legislative requirements.
* Complete various tasks as directed by the Fleet Workshop Supervisor and Leading Hand including ordering and collection various parts for vehicles, plant and equipment from nominated suppliers.
* Conduct scheduled safety inspections and risk assessments as required.
* Carry out maintenance and repairs on all items of Council plant and equipment including minor body repairs, fabrication and welding.
* Service all items of Council vehicles, plant and equipment. Deliver and collect Council vehicles, plant and equipment to and from various repair/service agencies.
* Attend to broken down Council vehicles, plant and equipment on site, analyse and/or conduct repair.
* Analyse, diagnose and determine problems and solutions to plant and equipment requiring repair or maintenance.
* Obtain any required service bulletins or information via workshop manuals, online, or by contacting the manufacturer as required.
* Actively participate in all operational meetings to ensure information is communicated accordingly and to contribute to the improvement of service standards and procedures.
* Liaise with Fleet Workshop Supervisor and Leading Hand regarding scheduling of repairs and any variations to set schedules.
* Liaise with operators and internal staff/customers as required.
1. **Fleet Management System:**
* Accurately collect and provide asset data necessary to successfully maintain the AusFleet Fleet Management Systems.
* Carry out data entry and service record checks for fleet items using AusFleet Fleet management system as required.
* Complete all required documentation including job cards, service checklists, risk assessments and scheduled safety inspection checklists to a professional standard.

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| **ORGANISATIONAL RELATIONSHIPS:** |
| Reports to: | Fleet Workshop Supervisor |
| Supervises: | Apprentices and Trainees as determined by Fleet Coordinator |
| Internal Contacts: | Depot StaffPlant OperatorsOther Council Staff |
| External Contacts: | Spare Parts OutletsService/Repairs EstablishmentsContractors |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

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| Icon  Description automatically generated | **We’re better, every day**We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | **We’re in it together**At Hume, everyone matters. We welcome and include all. Respect and safety are expected. |
| Icon  Description automatically generated | **We show up**We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | **All for Hume**We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

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| **POLICE CHECK:**The incumbent must have and maintain a current Police Check  |  |
| **WORKING WITH CHILDREN CHECK:**The incumbent must have and maintain a current Working with Children Check | [ ]  YES [x]  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK*** The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)
* The incumbent must undergo a Pre-Employment Audio Test
 | [x]  YES [ ]  NO[x]  YES [ ]  NO |
| **PSYCHOMETRIC ASSESSMENT**The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position. | [x]  YES [ ]  NO  |
| **OTHER DUTIES**Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

* Displaying and promoting Our Hume Values & Guiding Behaviours
* Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
* Implementing quality control techniques in accordance with Council quality systems, policies and procedures
* Ensuring that the work area is maintained in a clean and safe condition and adhering to safe work practices.
* Ensuring that tools and equipment used are always maintained in a clean and safe state.
* Liaise with Fleet Workshop Supervisor and Leading Hand in regard to scheduling of repairs and any variations to set schedules.

**JUDGEMENT AND DECISION MAKING:**

* Use of judgement and make decisions in relation to maintenance and repairs of vehicles, plant and equipment.
* Make independent decisions on work programs or projects required within accepted standard maintenance methods, techniques and budget.
* The incumbent requires the ability to assist with problem solving that relate to work area, however, guidance and advice are always available.
* Input into the long-term goals of the Fleet Services Unit.

**SPECIALIST KNOWLEDGE AND SKILLS:**

* Proficient knowledge of the mechanical operation and maintenance of a range of vehicles, plant and equipment inclusive of Garbage Compactors and road Sweeping trucks.
* Ability to analyse, diagnose and determine solutions to problems relating to plant and equipment requiring repair or maintenance.
* The ability to carry out efficient processes when completing repairs, maintenance and/or servicing of vehicles, plant and equipment.
* Demonstrated knowledge of safe work practices.
* Ability to interpret and follow specific Council procedures, guidelines and practices.
* Possess the ability to provide onsite assistance and support for Fleet Services unit.
* The ability and skills to provide training necessary to support the team and general activities of the work unit.
* Ability to competently interpret and follow Council policies and procedures, Fleet Services quality policies and procedures, workshop manuals and vehicle repair manuals.
* Ability to complete job sheets and checklists to a professional standard.

**MANAGEMENT SKILLS:**

* Demonstrated ability to assist and provide on the job training and guidance to trainees/apprentices.
* Complete tasks and achieve team’s objectives as set out in the daily works programs.
* The proven ability to achieve operational objectives on time and in the most efficient way possible given the available resources.
* The proven ability to understanding and implement basic human resources policies and practices including those related to Appropriate Workplace Behaviour, OHS.

**INTERPERSONAL SKILLS:**

* Ability to work effectively in a team environment or individually.
* Good written and verbal communication skills
* Proven ability to discuss and resolve problems in a professional manner.
* Ability to liaise with Fleet Workshop Supervisor and Leading Hand in regard to requirements for complicated repairs and scheduling.
* Ability to gain co-operation and communicate verbally to a broad range of people form diverse backgrounds and cultures.
* Demonstrated ability to support a small team to work in co-operation with others and working as part of a team.
* Able to carry out duties and responsibilities in a professional manner.
* Sound professional and personal ethics, which are compatible with the organisational values.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Post trade qualifications (Heavy Commercial Motor Mechanic), garbage compactor technology or a related discipline/s.
* Current Driver’s Licence.
* Heavy rigid endorsement.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
| Manual handling weights – above 10kgs | [ ]  | [ ]  | [x]  | [ ]  |
|  – below 10kgs | [ ]  | [x]  | [ ]  | [ ]  |
| Manual handling frequency | [ ]  | [x]  | [ ]  | [ ]  |
| Repetitive manual work | [ ]  | [x]  | [ ]  | [ ]  |
| Repetitive bending/twisting | [ ]  | [x]  | [ ]  | [ ]  |
| Repetitive kneeling/squatting | [ ]  | [x]  | [ ]  | [ ]  |
| Working with arms above head | [ ]  | [ ]  | [x]  | [ ]  |
| Lifting above shoulder height | [ ]  | [ ]  | [x]  | [ ]  |
| Using hand tools – vibration/powered | [ ]  | [x]  | [ ]  | [ ]  |
| Operating precision machinery | [ ]  | [ ]  | [x]  | [ ]  |
| Close inspection work | [ ]  | [ ]  | [x]  | [ ]  |
| Wearing hearing protection | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing eye protection | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing safety shoes/boots (steel cap) / gum boots | [x]  | [ ]  | [ ]  | [ ]  |
| Wearing other relevant PPE | [ ]  | [ ]  | [x]  | [ ]  |
| Working in dusty conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working in wet/slippery conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working with chemicals/solvents/detergents | [ ]  | [ ]  | [x]  | [ ]  |
| Washing hands with soap (hygiene) | [x]  | [ ]  | [ ]  | [ ]  |
| Working at heights | [ ]  | [ ]  | [x]  | [ ]  |
| Working in confined spaces | [ ]  | [ ]  | [x]  | [ ]  |
| Working in chillers (+4 degrees C) | [ ]  | [ ]  | [ ]  | [x]  |
| Performing clerical duties | [ ]  | [ ]  | [x]  | [ ]  |
| Working on a keyboard | [ ]  | [ ]  | [x]  | [ ]  |
| Driving cars and/or trucks | [ ]  | [x]  | [ ]  | [ ]  |
| Other (please specify) | [ ]  | [ ]  | [x]  | [ ]  |
| Other special features (e.g. nature of chemicals, travelling requirements etc): Dropping and picking up parts and or trucks form various dealerships  |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

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| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. |
| Name (Please print): |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Post trade qualifications (Heavy Commercial Motor Mechanic), garbage compactor technology or related discipline/s.
2. Proficient knowledge of the mechanical operation and maintenance of a range of vehicles, plant and equipment, and ability to analyse, diagnose and determine solutions to problems relating to plant and equipment including side and rear loading garbage compactors and road sweeping trucks, requiring repair or maintenance.
3. Ability to liaise with contractors, team and agency staff.
4. Demonstrated knowledge of safe work practices.
5. Ability to plan, program and monitor work progress and works program. Ability to organise activities to ensure the selection necessary equipment to carry out tasks. Ability to complete tasks as set out in the daily works program in a timely manner.
6. Ability to utilise and operate computer-based maintenance software to manage maintenance activities on day-to-day basis.
7. Ability to ensure job cards, checklists and record keeping (Timesheets) carried out to a professional standard.
8. Written and oral communication skills including the ability to gain cooperation and assistance from members of the public and other employees from diverse backgrounds and cultures.
9. Ability to competently interpret and follow policies, procedures, guidelines, workshop manuals and vehicle repair manuals.
10. Current Driver’s Licence / Heavy rigid endorsement.