

CONFIDENTIAL

Position Description

EMPLOYEE: Vacant

POSITION TITLE: Mechanic

POSITION NUMBER: To be allocated

MANAGER: Manager Operations

UNIT OR TEAM: Fleet Unit

APPOINTMENT: Fixed Term – six months

LOCATION: Municipal Depot, Selkirk Drive, Horsham

AWARD: Horsham Rural City Council Enterprise Agreement Number Nine, 2019 - 2022

AWARD CLASSIFICATION: Band 4 Level A

HOURLY RATE: \$31.80

PREPARED BY: People & Culture Department

APPROVED BY: DATE:
(Director Infrastructure)

..... DATE:
(Employee)

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

<p>Flexibility We are adaptable to changing circumstances</p>	<p>Accountability We are responsible for our behaviour and actions</p>	<p>Integrity We are ethical, transparent and honest in our conduct</p>	<p>Respect We value diversity and appreciate others</p>
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

POSITION OBJECTIVES:

Provide additional (qualified mechanic) support and assistance to the busy HRCC Fleet Unit operating out of the municipal depot.

KEY RESPONSIBILITY AREAS:

- service and maintain cars, trucks, road plant and other machinery as directed, in the Selkirk Drive Depot or at relevant worksite/s
- support the efficient maintenance and upkeep of all small motorized items of plant and equipment
- undertake inspections and complete checklists for plant items as required and prior to use i.e. hoist, forklift etc.
- identify and assess damage to vehicles/property/plant and report as required any repairs or works which may be necessary for safety and other reasons

General

- routine daily safety check of any small items of plant or equipment used in the position, including cleaning and minor routine maintenance requirements
- keeping of an accurate daily record of work undertaken, including plant useage

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;
- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIP:

Reports to: Co-ordinator Fleet

Supervises: Nil

Internal Liaisons: Other employees

External Liaisons: The public

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

- responsible to the Co-ordinator Fleet for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply
- the duties are usually quite clearly explained and outlined although in some cases there will be scope to decide how solutions are reached, by choosing from a range of HRCC options
- where it is difficult to decide, guidance and advice can always be accessed to help select the best way to proceed

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person
- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;

- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- excellent time management skills and the ability to multi-task
- able to provide support for general office and administrative functions (telephone, bookings, record-keeping, etc.)

INTERPERSONAL SKILLS:

- excellent English and customer communication skills
- able to co-operate effectively with other staff in a team environment and to work individually

LICENCES AND ASSOCIATED EXPERIENCE:

- Drivers licence

OTHER QUALIFICATIONS AND EXPERIENCE:

- qualified Mechanic (experience in heavy vehicle maintenance well regarded)
- some years of experience as a qualified mechanic, beyond apprentice level

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

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