

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Auto Electrician
DEPARTMENT	Engineering Services
POSITION STATUS	Permanent Full-time
AWARD	Queensland Local Government Industry (Stream C) Award – State 2017
CLASSIFICATION	C10
REPORTS TO	Fleet and Workshop Manager
DELEGATIONS	As per Council's Delegation of Authority Register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork**.

POSITION OBJECTIVE / OVERVIEW

To provide field and workshop servicing, fault diagnosis and preventative maintenance to a wide range of Council's plant ranging from light equipment to heavy earthmoving machinery and light vehicles.

To contribute to the operation of a safe, clean and efficient workshop facility.

KEY ACCOUNTABILITIES / DUTIES

1. Undertake repairs, servicing and maintenance to Council vehicles, plant and equipment as required;
2. Operate without supervision as a mobile mechanic servicing Council plant located at various construction sites;
3. Proactively contribute to a safe, clean and efficient workshop facility;
4. Maintain daily records of job cards, timesheets and any other relevant document requirements;
5. Identify, support and encourage continuous improvement in work practices;
6. Train and supervise Apprentices; and
7. Undertake and/or assist with other related duties as requested by the Fleet and Workshop Manager or Director of Engineering Services.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Formal qualifications as an Auto Electrician;
- Extensive experience with a wide range of plant and equipment;
- Current Queensland 'HR' Class Driver's Licence;
- Current General Construction Induction Card; and
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

Desirable

- Qualifications or experience in air conditioner servicing and plant maintenance.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The position will require the incumbent to engage in physical activities aligned to the key accountabilities and duties, which may at times involve work outside the approved span of working hours.

Trade qualified Auto Electricians are required to supply their own tooling. A tool allowance will be paid in accordance with the Queensland Local Government Industry (Stream C) Award – State 2017.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /