

POSITION DESCRIPTION



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

POSITION DETAILS

POSITION TITLE	Apprentice Diesel Fitter/Light Vehicle Mechanic
DEPARTMENT	Engineering Services
POSITION STATUS	Apprenticeship
AWARD	Queensland Local Government Industry (Stream C) Award – State 2017
CLASSIFICATION	In accordance with Training Wage Award – State 2012
REPORTS TO	Fleet and Workshop Supervisor
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 assist in the repair, service and maintenance of Council's plant ranging from light equipment and vehicles, to earthmoving machinery; while successfully completing a Certificate III in the relevant field of qualification.

To contribute to the safe and effective operations of Council's workshop facility.

KEY ACCOUNTABILITIES / DUTIES

1. Assist workshop staff with preventative maintenance and servicing for all Council fleet and plant;
2. Properly maintain materials, tools and equipment;
3. Assist in the securing and lockup of vehicles that are under workshop control;
4. Assist in cleaning and keeping the mechanical workshops and surrounds tidy;
5. Assist with programming the service schedule for all Council fleet and plant;
6. Assist with maintaining daily records of plant, labour and materials used; and
7. Assist with the planning and procurement of materials and consumables as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Successful completion of Year 10 School Certificate;
- Current General Construction Induction card;
- Sound language, literacy and numeracy skills to enable successful completion of a Certificate III in the relevant field of qualification;
- Ability to carry out a physical role;
- Demonstrated mechanical aptitude; and
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

Desirable

- Year 12 equivalent (or currently completing);
- Current Queensland 'C' Class Driver's Licence; and
- Knowledge of vehicle and plant repair / maintenance.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The position will require the incumbent to engage in physical activities aligned to the key accountabilities and duties.

This position is contingent on attendance and participation in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations, as well as participating in all on the job training activities.

Apprentices' will be issued with a kit of Council-owned tools for their use for the duration of the Apprenticeship. The Employee is responsible for these tools and must return them to Council in good working condition at the completion of the apprenticeship or in the event that employment with Council ceases.

WH&S DUTY STATEMENT

All employees have a duty under Section 28 of the Workplace Health and Safety Act 2011.

While at work, all Quilpie Shire Council workers must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow their person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers.

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).

ACKNOWLEDGMENT

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	/ /