



Burdekin Shire Council

APPRENTICE ENGINEERING TRADESPERSON – MECHANICAL (DIESEL FITTER)

Applications are invited to fill the position of Apprentice Engineering Tradesperson – Mechanical (Diesel Fitter) in Council's Workshop. Council cannot guarantee continued employment after completion of the apprenticeship.

It is expected that the successful applicant will commence duties in January 2010. Applicants must have achieved a satisfactory standard of education of at least Grade 10.

Salary and conditions of employment will be in accordance with the Engineering Award - State and Burdekin Shire Council's Enterprise Bargaining Agreement. The gross weekly wage for a First Year Apprentice is \$331.39.

Application packages are available from the Human Resources Office on 4783 9845 or the website www.burdekin.qld.gov.au. Applications close on Friday 20 November 2009. Word or PDF format is preferable.

Applications for **Apprentice Engineering Tradesperson – Mechanical (Diesel Fitter) - 09/41** should include:

- Cover letter
- Statements addressing the Selection Criteria
- A current resume with two referees

Applications can be submitted to:

- employment@burdekin.qld.gov.au
- Confidential Application No. 09/41
PO Box 974
AYR QLD 4807

For any further information regarding the above position, please contact the Workshop Supervisor, Mr. Kevin Holt, on 4783 9938.

POSITION DESCRIPTION

POSITION TITLE:	Apprentice Engineering Tradesperson – Mechanical (Diesel Fitter)
POSITION NUMBER:	30129
DIRECTORATE:	Environment & Operations
AWARD:	Engineering Award – State
AWARD CLASSIFICATION:	Apprentice
STREAM:	Technical Stream
REPORTS TO:	Workshop Supervisor
PLACE OF EMPLOYMENT:	Based at Jones Street Depot - Workshop.
HOURS OF DUTY/ROSTER:	7.00am to 4.00pm (half hour lunch) nine day fortnight.

POSITION OBJECTIVE

To complete a Trade certificate (MEM30298 – Certificate III in Engineering – Mechanical Trade) whilst assisting in maintaining the Council's Plant and Equipment Fleet. Provide general apprentice trade duties as instructed by supervisor relevant to Council's Workshop functions.

POSITION REQUIREMENTS

Skills

- Basic numeracy, written and verbal communication skills.
- Ability to co-operate and provide assistance.
- Apprentices are indentured to Burdekin Shire Council to complete their training. As part of an Apprenticeship you will be required to attend training at a Registered Training Organisation. It is usually undertaken on a "block release" basis where apprentices attend classes or "blocks" for several weeks each year. Block release is undertaken at an Institute of TAFE.

Knowledge

- Developing knowledge of established work practices and procedures and regulations relevant to the work area
- Developing knowledge of the section/department function and operation.

Experience and/or Qualifications

Essential

- Minimum of Year 10 education with satisfactory results

Desirable

- Participation in approved Pre-Vocational Engineering Course

Training

- On-the-job training relative to mechanical trade practices and procedures in the work area.
- Internal training in Occupational, Health & Safety.

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

Technical

- Assist in the effective provision of Mechanical services for the repair, maintenance and servicing of Council's plant and equipment.
- Be able to work in a workshop environment at Council's Jones Street Depot.
- Complete all required training.
- Commitment to implementing Council's policies, procedures and other legislative requirements in relation to Equal Employment Opportunity (EEO), Anti-Discrimination, Workplace Health and Safety, and Quality Assurance.
- Operate within the approved span of working hours (6.00am to 6.00pm).
- Operate outside of the approved span of working hours when required.
- Operate with supervision as a mobile apprentice mechanic servicing Council's on site plant and equipment and outlying Depots as well as Councils workshop at Jones St Depot.
- Maintain good working relations and treat relevant work related matters as confidential.
- Maintain an attitude of honesty, loyalty and trust.

Teamwork

- Work as part of a work team.
- Liaise with other section staff.
- Liaise with supervisor in the performance of tasks and activities.
- Assist in generating a productive working environment.

Customer Service

- Commitment to implementing the principles and philosophy of customer service.

Administration

- Complete all necessary paperwork in accordance with procedures and ensure timesheets are completed on a daily basis.

Quality

- Commitment to implementing Council's Quality Directions Strategy by maintaining a culture of Best Practice as the means to improve our service delivery processes.

Workplace, Health & Safety

- The employee who occupies this position must develop knowledge about Council's safety policy and procedures as described in the organisation's **Occupational Health and Safety Management Plan**. He or she must comply with relevant OHS policies and procedures and act in a manner that ensures the health and safety of all persons in the workplace.
- Ensures all appropriate actions are taken to implement Council's Safeplan, Occupational Health and Safety (OHS) Management Plan and relevant OHS legislative requirements within area of responsibility.

EXTENT OF AUTHORITY

- Accountable to the Workshop Superintendent.

CODE OF CONDUCT

1. The employee must at all time comply with section 1138 of the Local Government Act 1993, which states: - An employee of a Local Government must
 - * Act with integrity in the position held by the employee; and
 - * Act in a way that shows a proper concern for the public interest.

GENERAL

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".
3. Failure to maintain any licence which is a condition of your employment (Drivers Licence, Certificate of Competency, etc) may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence/certificate.

SELECTION CRITERIA

Your application for this position must specifically address each of the criteria below, as short listing for interviews will be based upon your responses.

Essential

1. Satisfactory standard of education of at least Grade 10.
2. Ability to work in a team environment.
3. Ability to follow both written and verbal instructions.

Desirable

1. Participation in approved Pre-Vocational Engineering Course.