

Burdekin Shire Council is currently seeking applications for a Diesel Fitter to undertake a range of tasks including assisting in the effective provision of mechanical services for the repair, maintenance and servicing of Council's plant and equipment both within the workshop and in the field.

This is a full time position with the hours of work totalling 76 hours per fortnight.

Reporting to the Workshop Supervisor the key responsibilities include:

- Assist in the effective provision of mechanical services for the repair, maintenance and servicing of Council's plant and equipment, including but not limited to small plant.
- Carry out metal fabrication work as required using a variety of materials.
- The construction, installation, and testing of solar lighting infrastructure.
- Maintain oil store, filters for plant and service bay area.
- Provide trade guidance and assistance as part of a work team.
- Operate with general supervision as a mobile mechanic servicing Council's on site plant and equipment and outlying depots as well as Councils workshop at Jones Street depot.
- Supervise and mentor apprentices.
- Ensure safe work practices are adhered to at all times.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of C6 (\$63,281pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **17/37 – Diesel Fitter** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description.

Applications can be submitted using one of the following methods:

- By email to – employment@burdekin.qld.gov.au
- By mail to – Confidential Application No. 17/37
PO Box 974
AYR QLD 4807

Applications close on Wednesday, 20 September 2017 at 5.00pm. Word or PDF format is preferable.

For further information please contact Kevin Holt – Workshop Supervisor on (07) 4783 9800.

Position Number	30124
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Engineering Award State - 2002
Award Descriptor Group	Engineering - Mechanical
Award Descriptor Level	Level C6
Reports To	Workshop Superintendent
Place of Employment	Council Workshop, 25-51 Jones Street, Ayr

Position Objective

Assist in maintaining the Council's Plant and Equipment Fleet to a high standard by carrying out repairs, maintenance and service works on Council Fleet utilising workshop facilities and in the field to achieve a satisfactory level of service and to the required standard.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly 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:

- Assist in the effective provision of mechanical services for the repair, maintenance and servicing of Council's plant and equipment, including but not limited to small plant.
- Carry out metal fabrication work as required using a variety of materials.
- The construction, installation, and testing of solar lighting infrastructure.
- Maintain oil store, filters for plant and service bay area.
- Provide trade guidance and assistance as part of a work team.
- Complete all required documentation within acceptable timeframes.
- Operate with general supervision as a mobile mechanic servicing Council's on site plant and equipment and outlying depots as well as Councils workshop at Jones Street depot.
- Supervise and mentor apprentices.
- Ensure safe work practices are adhered to at all times.

Position Requirements

Knowledge

- Knowledge of plant repair and maintenance practices on all Council's light and heavy plant fleet.
- Mechanical knowledge of engines, transmissions, brakes, steering, suspension, hydraulics, automotive air-conditioning and auto electrical.

- Knowledge of established work practices, procedures, and regulations relevant to the work area.
- Knowledge of the section/department functions and operations with Council.

Skills

- Fault diagnostic skills including machine management software operations.
- Advanced mechanical skills.
- Sound metal fabrication skills.
- Sound numeracy, written and verbal communication skills.
- Sound judgement in planning own work.
- Sound problem solving skills.
- Leadership skills.
- Teamwork skills.

Abilities

- Ability to co-operate with others and provide on-the-job assistance and training.
- Ability to work autonomously or under general supervision.
- Ability to adapt to changing work environments and conditions.

Other Requirements

- Be able to perform work in the workshop environment at Council's Jones Street depot.
- Operate outside of the approved span of working hours when required.
- Personal attributes of commitment, integrity, reliability, adaptability, a positive attitude, and the ability to deal with pressure.
- Commitment to work according to the Work Health and Safety Act and the Quality Assurance standards of Council.

Experience and Qualifications

- Trade Qualification for Diesel Fitter or Mechanic.
- Current HR driver's licence.
- Current Forklift truck (LF) high risk work licence.
- Current Refrigerant Handling Licence.
- 30215QLD Course in General Safety Induction Certificate (Construction Industry White Card).
- Qld Transport Approved Examiner HT, HV, LT, LV vehicle types.
- Current First Aid and CPR Certificate.
- Mechanical maintenance experience with a large and diverse fleet of earthmoving equipment, trucks, trailers, motor vehicles and small plant.
- Mechanical experience including engines, transmissions, auto electrical, automotive air-conditioning, welding and hydraulics.
- Experience in the supervision of Apprentices.

Award Classification

These classification characteristics are drawn directly from the Queensland Engineering Award – State 2002 and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

An Advanced Engineering Tradesperson - Level I works above and beyond a tradesperson at C7 and to the level of their skills, competence and training performs work within the scope of this level.

- Undertakes quality control and work organisation at a level higher than for C7.
- Provides trade guidance and assistance as part of a work team.
- Assists in the provision of training to employees in conjunction with supervisors/trainers.
- Works under limited supervision either individually or in a team environment.
- Prepares reports of a technical nature on specific tasks or assignments.
- Exercises broad discretion within the scope of this level.
- Operates lifting equipment incidental to their work.
- Performs non-trade tasks incidental to their work.

Core Competencies

These competencies relate to Level C6 of the Engineering Award:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

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. Therefore you will 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences.

Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Qualified Tradesperson Mechanic or Diesel Fitter.
2. "HR" Class Driver's Licence.
3. Demonstrated mechanical experience in the servicing and maintenance of a variety of plant and equipment.
4. Demonstrated skills in the use of techniques and materials used in the maintenance and repair of plant and equipment.
5. Demonstrated knowledge of mechanical procedures and materials for effective and efficient repairs of plant and equipment.
6. Demonstrated ability to work effectively and productively within a team or independently.

Desirable

1. Refrigerant Handling Licence.
2. Qld Transport Approved Examiner HT, HV, LT, LV.
3. Current First Aid and CPR Certificate.
4. Experience in the supervision of Apprentices.