

## **Job Vacancy 22/25**

### **Diesel Fitter (Re-advertised)**

The Burdekin is located just 70km south of Townsville, where unspoilt natural beauty meets a thriving rural community right on the doorstep of the Great Barrier Reef. Famous for its abundant sunshine and rich agriculture, the shire's most important asset is water. The Burdekin River combined with a massive underground aquifer and the Burdekin Falls Dam make the district drought resistant.

Council is seeking applications for a Diesel Fitter to assist in maintaining the Council's plant and equipment fleet to a high standard by carrying out repairs, maintenance and service works utilising workshop facilities and in the field.

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.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of \$88,920 with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **22/25 – Diesel Fitter** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 22/25, PO Box 974, Ayr Qld 4807

Applications will remain open until the position is filled.

For further information please contact Kevin Holt - Workshop Superintendent on (07) 4783 9800.

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality, with 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. Diesel Fitter Trade Certificate.
2. Current HR class driver's licence.
3. General Construction Induction White Card (CPCCWHS1001).
4. Demonstrated mechanical experience in the servicing and maintenance of a variety of plant and equipment.
5. Demonstrated skills and knowledge in the use of techniques, materials and procedures for the effective and efficient repair of plant and equipment.

**Desirable**

1. ARC 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.
5. High Risk Work Licence (LF - Forklift).

<b>Position Number</b>	30125
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement
<b>Award</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>Award Section</b>	Section 2 - Engineering and Electrical/Electronic Services
<b>Award Descriptor Level</b>	Level C6
<b>Reports To</b>	Workshop Superintendent
<b>Place of Employment</b>	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

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

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

**Skills**

- Advanced fault diagnostic skills including machine management software operations.
- Advanced mechanical skills.
- Sound metal fabrication skills.
- Sound numeracy, written and verbal communication skills.
- Well-developed judgement in planning own work.
- Sound problem solving skills.
- Sound supervision skills.
- Well-developed 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.
- Ability to supervise and mentor apprentices.

**Other Requirements**

- Be able to perform work in the workshop environment at Council's Jones Street depot.
- Attend after hours call outs and work overtime 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**

- Diesel Fitter Trade Certificate.
- HR class driver's licence.
- High Risk Work Licence (LF - Forklift).
- ARC Refrigerant Handling Licence.
- General Construction Induction White Card (CPCCWHS1001).
- Qld Transport Approved Examiner HT, HV, LT, LV vehicle types.
- First Aid and CPR Certificate.
- Department of Transport and Main Roads Working in Proximity to Traffic Awareness – Part 1.
- 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 Local Government Industry (Stream C) Award – State 2017 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.
- Prepares reports of a technical nature on specific tasks or assignments.
- Assists in the provision of training to employees in conjunction with supervisors/trainers.
- Operates lifting equipment incidental to their work.
- Performs non-trade tasks incidental to their work.
- Performs work under limited supervision either individually or in a team environment.
- Exercises discretion within the scope of this classification level.

## 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.