

**Apprentice Engineering Tradesperson – Mechanical  
(Diesel Fitter)**

Burdekin Shire Council is currently seeking applications for an Apprentice Engineering Tradesperson – Mechanical (Diesel Fitter). The successful applicant will complete a Certificate III in Engineering – Mechanical Trade and assist in maintaining Council's plant and equipment fleet. The apprenticeship qualification has a nominal duration of four years.

This apprenticeship opportunity is made available with the assistance of government incentives; therefore, successful appointment will be dependent on applicants meeting specific funding criteria contained in the attached Apprenticeship Eligibility Questionnaire. Funding eligibility will be assessed upon receipt of your application.

The key responsibilities include:

- Assist in the effective provision of mechanical services for the repair, maintenance and servicing of Council's plant and equipment.
- Operate with supervision as a mobile apprentice mechanic servicing plant and equipment on Council's job sites and outlying Depots as well as Council's workshop at Jones Street Depot.

Applicants should familiarise themselves with the entire position description.

Wages and Conditions of employment will be determined in accordance with the Order – Apprentices' and Trainees' Wages and Conditions (Excluding Certain Queensland Government Entities) 2003 and Council's Certified Agreement. The gross fortnightly wage for a First Year Apprentice is \$900.97.

Applications for **18/66 – Apprentice Engineering Tradesperson – Mechanical (Diesel Fitter)** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description
- Apprenticeship Eligibility Questionnaire

Applications can be submitted using one of the following methods:

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 18/66, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 14 November 2018 at 5.00pm. Word or PDF format is preferable.

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

**Apprenticeship Eligibility Questionnaire**

Trainee/Apprenticeship opportunities are made available by Burdekin Shire Council with the assistance of government incentives.

The following information is required from applicants to confirm eligibility for participation.

**(Note, not all criteria need to be met to be eligible)**

Name: \_\_\_\_\_

1. Are you aged between 15-24 years of age?  No  Yes  
D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_
2. Are you aboriginal and Torres Strait Islander?  No  Yes
3. Mature-age job seeker (45 years or older)  No  Yes
4. Migrants and refugees from culturally and linguistically diverse backgrounds  
 No  Yes
5. Person with a disability  No  Yes
6. Displaced worker  No  Yes
7. Women re-entering the workforce  No  Yes  
If yes, please advise \_\_\_\_\_
8. Are you currently on any government benefits (e.g. Newstart or Disability)  No  Yes  
If yes, please advise \_\_\_\_\_
9. Are you currently registered with a job network provider  No  Yes  
If yes, please advise \_\_\_\_\_
10. Have you previously completed a Certificate III or higher  No  Yes  
If yes, please provide details \_\_\_\_\_
11. Have you previously completed a Traineeship or Apprenticeship  No  Yes  
If yes, please provide details \_\_\_\_\_

### Apprentice Engineering Tradesperson – Mechanical (Diesel Fitter)

<b>Position Number</b>	30128
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>Award Descriptor Level</b>	Level 1
<b>Reports To</b>	Workshop Supervisor
<b>Place of Employment</b>	Council Depot Workshop, 25-51 Jones Street, Ayr

### Position Objective

Complete a Trade certificate (MEM30205 – 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.

### 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.
- Be able to work in a workshop environment at Council's Jones Street Depot.
- Complete all required training on time and to an acceptable level of competency.
- 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.
- Assist in generating a productive working environment.

### Position Requirements

This is a four year apprenticeship and as such, the listed knowledge, skills, and abilities will be acquired over the course of the program, with the level of application improving from year to year.

#### Knowledge

- Developing knowledge of established work practices, procedures and regulations relevant to the Workshop and the trade.
- Developing knowledge of the section/department function and operation.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

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### Skills

- Basic numeracy and mathematic skills.
- Basic literacy and writing skills.
- Reading comprehension.
- Learning strategies for study.
- Sound interpersonal skills.
- Developing time management skills.
- Teamwork skills.
- Active learning and listening skills.
- Developing equipment and tool selection skills.
- Developing equipment repair and maintenance skills.

### Abilities

- Ability to co-operate and provide assistance to others.
- Deductive reasoning.
- Memorising instructions and information.
- Oral comprehension and expression.
- Written comprehension.
- Manual dexterity.
- Fast reaction time.
- Dynamic flexibility.
- Physical stamina.
- Hearing sensitivity.
- Peripheral vision.
- Sound localisation.

### Other Requirements

- 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. This is undertaken on a “block release” basis, usually for two to three weeks each time, where apprentices attend classes in Townsville.
- Personal characteristics of honesty, integrity, commitment, enthusiasm, motivation, reliability, and a sense of humour.
- Interest in engines and mechanical plant and their operation and maintenance.

### Experience and Qualifications

- Minimum of Year 10 education with satisfactory results.
- Participation in approved Pre-Vocational Engineering Course.
- C class driver’s licence.

### Award Classification

These classification characteristics are drawn directly from the Queensland Local Government (Stream C) Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

#### *(a) Engineering/Production Employee - Level I*

An Engineering/Production Employee - Level I is an employee who is undertaking up to 38 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout,

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work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.

An employee at this level performs routine duties essentially of a manual nature and to the level of their training:

- (i) performs general labouring and cleaning duties;
- (ii) exercises minimal judgement;
- (iii) works under direct supervision; or
- (iv) is undertaking structured training so as to enable them to work at the C13 level.

## Core Competencies

These competencies relate to Level 1 positions of the Queensland Local Government (Stream C) Award:

### Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- 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.

### Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

### 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.

### 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.

### Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.

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- 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.

#### 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.

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#### 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. Satisfactory standard of education of at least Grade 10 – provision of subjects and results.
2. Demonstrated interest in completing a mechanical trade.
3. Ability to undertake a course of study and implement learned principles in the workplace.
4. Ability to work in a team environment.
5. Ability to follow both written and verbal instructions.
6. Demonstration physical attributes of manual dexterity, stamina and good hearing and vision.

#### Desirable

1. Participation in an approved Pre-Vocational Engineering Course.