

<b>Job title:</b> Mechanic	
<b>Classification:</b> Band 4 + Industry Allowance + Mechanic Tool Allowance + Plant Maintenance Allowance	<b>Effective Date:</b> March 2025
<b>Reports to:</b> Coordinator Fleet and Workshop	<b>Tenure:</b> Permanent

## About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

## CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

### Collaboration

We work flexibly together to achieve outcomes and solve problems.

### Respect

We actively listen, value diversity and care.

### Excellence

We adapt, respond, learn and grow.

### Accountability

We take responsibility and follow through on our promises.

### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The position is responsible for carrying out servicing, repairs and general works associated with Council's fleet of plant, equipment and vehicles.

### Key Responsibilities

#### *Position Specific Responsibilities*

- Carry out all maintenance, repair tasks and any other general works associated with plant, equipment and vehicles in a timely and proficient manner.
- Check and road test all plant, equipment and vehicles for roadworthiness and operation.
- Provide on the job assistance and guidance to apprentices as required and to other team members.
- Give input into the reviewing and improvement of Council's current planned preventative maintenance programs for its plant, equipment and vehicles.
- Ensure workshop is clean and well organised, taking responsibility for reporting stock items, tools and equipment that need to be replaced or repaired.
- Ensure the correct identification of spare parts for repairs and maintenance.
- Provide a responsive and flexible approach to work requirements including afterhours work where necessary.
- Assist in all areas of the team and substitute for crew members in periods of leave.
- Coordinate tasks to ensure priorities and timelines are met.
- Maintain good working relationships and deal cooperatively with team members and customers in the workshop.
- Assist in the review and streamlining of work practices and methods within the team to enable flexible and responsive service delivery with a client service and industry best practice focus.
- Embrace and use new equipment to assist in the provision of services.
- Correctly use and maintain tools and equipment provided, including personal protective equipment, in accordance with manufacturer's instructions and Council's workplace health and safety policies, procedures and practices.
- Operate plant, equipment and vehicles as required in a safe, competent and responsible manner in accordance with the Road Traffic Regulations and Council's Policies.
- Ensure a safe working environment in accordance with the OHS Act 2004 and Council OHS Policies and safe working procedures.
- Carry out other duties as directed within the skills and abilities of a position at this level.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

## **Authority**

Budget: Nil

Staff responsibility: May be required to supervise other employees in similar or related work including an apprentice Mechanic.

## **Judgement and Decision Making**

- Make operational decisions within established operational guidelines and within the constraints of Council policies and procedures.
- This position has limited freedom to determine priorities and schedules, and may use initiative and originality in reaching solutions and deciding how to do a task at basic level.
- Be flexible in the determination of priorities, tasks and schedules in consultation with the direct supervisor.

## **Qualifications and Experience**

- Formal trade certificate as a diesel or petrol mechanic combined with substantial recent experience in the mechanical trade field.

## **Specialist Knowledge and Skills**

- Basic computer literacy.
- Welding and metal work training and experience.
- Problem solving skills for mechanical issues.
- Ability to accurately document work activities using hardcopy and mobile devices.
- Knowledge of and commitment to OHS and Equal Opportunity policies and practices.

## **Desirable Skills**

- Experience in a local government or a workshop that provides similar services.
- A valid Victorian driver's licence (manual) with medium rigid truck endorsement.
- Truck licences including heavy rigid or heavy combination
- Skills and experience in operating a loader and forklift.

## **Interpersonal Skills**

- Demonstrate good oral communication and appropriate written skills for communication with customers, Council staff, contractors and the general public.
- Ability to work as part of a team and support team objectives.

Key Relationships:

- The incumbent is required to maintain positive working relationships with Coordinator Fleet and Workshop, Fleet Support Officer, Manager City Services and other members of the immediate work team.
- The position is required to maintain professional relationships with all Council Officers, the general public and contractors.

### **Management Skills**

- Ability to plan and organise own work.
- Ability to work in a team environment and also independently with general supervision.
- A flexible approach and ability to respond to changing work methods, equipment and procedures.

### **Application Requirements**

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.

### **Key Selection Criteria**

1. Qualifications and experience in the mechanical trade field.
2. Problem solving and practical skills for mechanical issues.
3. Effective communication skills to deal with customers, Council staff, contractors and the general public.
4. Ability to work as part of team and support team objectives.
5. A flexible approach and ability to respond to changing work methods, equipment and procedures.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	- Vehicle repairs to plant, equipment and vehicles	- Sustained kneeling/intermittent squatting of up to 1 hour with intermittent breaks	
	- Vehicle servicing of plant, equipment and vehicles	- Sustained kneeling/intermittent squatting of up to 1 hour with intermittent breaks	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	- Vehicle repairs to plant, equipment and vehicles	- Short duration of intermittent hand and arm movements	
	- Vehicle servicing of plant, equipment and vehicles	- Short duration of intermittent hand and arm movements	
	- Testing of equipment/tools	- Up to 30 minute of sustained hand and arm movements	
	- Trailer - connect, disconnect, loading and unloading	- Short duration of intermittent hand and arm movements	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	- Vehicle repairs to plant, equipment and vehicles	- Short duration of intermittent bending and twisting	
	- Vehicle servicing of plant, equipment and vehicles	- Short duration of intermittent bending and twisting	
	- Trailer - connect, disconnect, loading and unloading	- Short duration of intermittent bending and twisting	
	- Metal work – folding, cutting, drilling etc.	- Up to 30 minute of sustained bending and twisting	
	- Cleaning the floors	- Up to 30 minute of sustained bending and twisting	
<b>Standing</b> Tasks involve standing in an upright position	- Working at bench	- Up to 3 hours of standing with intermittent breaks	
	- Metal work – folding, cutting, drilling etc.	- Up to 3 hours of standing with intermittent breaks	
<b>Reaching</b> Tasks involve reaching above	- Vehicle repairs to plant, equipment and vehicles	- Short duration of intermittent reaching	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
head, and above and equal to shoulder height	- Vehicle servicing of plant, equipment and vehicles	- Short duration of intermittent reaching	
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<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	- Collecting/stowing plant, equipment and vehicles after repairs	- Varied Intervals with short walking events and other postures.	
	- Cleaning the floors	- Up to 30 minute of sustained hand/arm movement	
	- Ladder usage	- Varied Intervals with short walking events and other postures.	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	- Loading/unloading materials/ equipment	- Varied Intervals with short walking events and other postures.	
	- General handling of equipment to be serviced	- Varied Intervals with short walking events and other postures.	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	- Starting of 2-stroke engines – pull start cords	- Short duration of intermittent hand and arm movements	
	- Trailer - connect, disconnect, loading and unloading	- Short duration of intermittent hand and arm movements	
	- Cleaning the floors	- Up to 30 minute of sustained hand/arm movement	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	- Training courses/induction	- Varied intervals of sustained sitting, intermittent hand and arm movements	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	- Ability to access and read rosters /job sheets - Appropriate to the required	- Up to 30 minutes of sustained reading - Varied intervals of sustained driving	

