

Position Description

Apprentice Diesel Mechanic (Automotive)

Directorate	Technical Services
Location	Bland Shire Depot Chauvel Street, West Wyalong
Classification/Grade/Band	Apprenticeship Rates as per LG Award
Position Code	4006 - 38 hour week. This apprenticeship is a temporary position for up to 4 years.
Date Position approved	As per OLG Funding 8 December 2024

Council values

Bland Shire Council has seven (7) values that form our foundations and are embedded in our culture. The values inspire us to take ownership of our roles and responsibilities. They are tangible and are at the core of every interaction we have, and, in every action, we take in performing our jobs. All employees are responsible for upholding these values when representing Council.

Working together



to improve our quality of life

Primary purpose of the position

To maintain Council's vehicles, trucks, machinery, plant and equipment in a flexible, efficient cost effective and safe manner. This includes on-site servicing, in a mobile workshop, of Council's plant and equipment throughout the Shire.

Key accountabilities

Within the area of responsibility, this role is required to:

- The apprenticeship will involve theory and practical workplace assessments.
- Under supervision of a Mechanic, clean and organise diesel repair tools.
- Under supervision of a Mechanic, assist with check-ups on diesel vehicles.
- Communicate with experienced mechanics.
- Identifying issues with broken machinery and replace old or broken diesel machine parts.
- Tidy the repair and maintenance area as required.
- Respond to enquiries from internal and external customers promptly and professionally.
- Complete and maintain administrative records.
- Demonstrate and deliver high personal and professional standards and competence.
- Comply with Council record keeping requirements.
- Identify and report workplace hazards and follow all reasonable directions of supervisors with regard to safety.
- Maintain awareness and follow all Risk Management and WHS policies and procedures.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

Corporate Responsibilities

- It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Bland Shire Council.
- Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.
- Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy.
- Under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether they are a usual function of the position.
- Child Safety Commitment: All employees are accountable for upholding Council's commitment to the safety and wellbeing of children.
- Delegations - adhere to relevant delegations and council policies and procedures, including those related to Council's Code of Conduct.
- Facilitate the recruitment, training, development, Competency assessments and annual reviews of staff improving efficiency and service delivery.
- Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.
- Comply with all Council's policies, procedures and guidelines.

Key internal relationships

Who	Why
Workshop Foreman and Plant Mechanic	Provide timely professional advice and guidance Liaise to clarify tasks and priorities Manage and escalate issues as appropriate
Team Members	Communicate maintenance and development plans Share task priorities Ensure safety and quality standards are met

Key external relationships

Who	Why
Community	Respond to enquiries promptly and professionally Maintain a friendly, professional and positive council presence Ensure public safety at all times

Selection requirements





Criteria:
Essential Criteria:
Record of School Achievement (RoSA) or Higher School Certificate (HSC). Willingness to be enrolled in, and successfully complete Certificate III in Heavy Commercial Vehicle Mechanical Technology. Current Provisional 2 driver license.
Highly Desirable Criteria:
Class 'C' driver license. Proven ability to work in a team environment.
WHS and EEO
Thorough knowledge of WHS and EEO practices and principles.

Key Physical Requirements (<i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i>)	
Continuous standing	Rarely reaching overhead
Continuous walking	Continuous reaching at waist level or below
Rarely sitting	Occasional crawling
Occasional climbing ladders, stairs or scaffolding	Occasional trunk rotation
Frequent bending/stooping	Continuous repetitive forearm, hand and finger movement
Frequent squatting/crouching	
Occasional kneeling	Continuous manual dexterity and handling

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://capability.lgnsw.org.au/local_government_capability_framework.pdf

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy.

Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives.

Think and Solve Problems: Think, analyse and consider the broader context to develop practical solutions.

Assets and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly.