



Leading Hand Mechanic

Position Description

Position Number:	5012
Directorate:	Works
Team:	Workshop
Position Status:	Full Time
Classification:	QLGIA (Stream C) C5
Current Level:	C5
Reports to:	Workshop Supervisor
Location:	Longreach
Accountable for:	Mechanic Apprentices
Revised:	September 2024

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The primary role of this position is to ensure that fixed and mobile plant and equipment owned and operated by Council are maintained in a safe, cost effective and operational manner. This position will be responsible for ensuring that services, repairs and maintenance are carried out in a safe and efficient manner and that all plant and equipment are safe and fit for operational purposes. This position will be responsible for conducting routine and scheduled maintenance as well as conducting repairs as required on breakdowns, both in the workshop and on site.

Position Responsibilities

Functional Area	Key Accountabilities
Mechanical Workshop	<ul style="list-style-type: none"> Perform maintenance tasks including inspection, servicing, repair and overhaul of fixed plant, pumps, road making, earthmoving machinery and other mobile equipment as required. Perform fault diagnosis and rectifications to mechanical equipment and systems associated with Council operations. Perform technical inspections on mechanical equipment and assess parts and materials required to effect repairs. Conduct maintenance and repairs in the workshop on out on the worksites as needed. Carry out metal fabrication tasks as needed. Provide advice and support plant operators in correct operator maintenance procedures. Provide trade guidance and assistance as part of the workshop team. Ensure that housekeeping and safety in workshop is maintained.
Workshop Mentor	<ul style="list-style-type: none"> Mentor and support apprentices as required. Facilitate mandatory practical training in accordance with TAFE Apprentice training curricula
Other	<ul style="list-style-type: none"> Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations. Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Key Interactions

Supervised by:	Workshop Supervisor	The Leading Hand mechanic will have a responsive and effective relationship with the works supervisor. Receiving and implementing direction when directed.
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Accountable to:	Manager of Fleet & Workshop	The Leading Hand mechanic will have a responsive and effective relationship with the Manager of Fleet & Workshop.
Works with (Internally)	Team Leaders and their team members Workshop Team	The Leading Hand mechanic will develop relationships with the workshop team, Team Leaders, and their team members, engaging, positively and productively.

Position Requirements

Skills

- Developed communication skills with the ability to deal with all levels of staff, management and businesses.
- Good customer service skills, with both internal and external customers.
- Developed analytical and problem solving ability.
- Ability to perform basic numerical calculations.
- Ability to effectively manage time and meet deadlines with minimal supervision.

Knowledge

- Proven ability to operate a range of plant in a safe manner.
- Demonstrated knowledge of workshop operations and associated standards and regulations.
- Knowledge and understanding of technology relating to workshop operations.
- A thorough understanding of how to maintain a safe working environment.

Mandatory Experience/Qualifications

- Trade qualified diesel mechanic with extensive experience.
- Current “HR” Class Drivers licence.
- Construction White card.
- Working in Confined Spaces training.

Desirable Experience/Qualifications

- First Aid and CPR Certificate.
- Working at heights training.
- Competence in the maintenance and repair of Auto Air Condition systems.
- Relevant plant competencies.
- High Risk Work Forklift licence.
- Three years post trade experience would be desirable.

Delegations and Authorisations

A financial delegation of \$5,000.00 is assigned to this position. Please refer to Council’s Procurement Policy and Procedure for details of Councils guidelines as per Local Government Act and Regulation.

Vehicle Authorisation

NIL

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC– SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer;

2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Director of Works- Andre Pretorius
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	