



Apprentice Mechanic Position Description

Incumbent:	VACANT
Position Number:	
Directorate:	Infrastructure Services
Team:	Workshop
Position Status:	Temporary Full Time (48 months)
Classification:	QLGIA (Stream C) Wages Skill Level C
Current Level:	
Reports to:	Workshop Supervisor
Accountable for:	n/a
Located:	Longreach
Revised:	February 2020

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 position is responsible for supporting the effective and efficient operations of the Longreach workshop team. The position is responsible for providing assistance to Council's tradespersons employed in the area of mechanics and to the workshop supervisor, whilst undertaking a relevant trade qualification.

Position Responsibilities

- Learn mechanical trade and to contribute to the effective and efficient operations of Council's Workshop.
- Assist with maintenance and servicing of Council plant and equipment, as directed.
- Assist with ordering and collections of parts and equipment.
- Fabrication and welding, as directed.
- Complete necessary paperwork on completion of works e.g. Records to include but not limited to stores issues, job cards and other relevant data.
- Carry out all duties inline with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations.
- Other such relevant duties as required which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Executive Officer.

Position Requirements

Skills

- Basic literacy and numeracy skills to maintain records, complete timesheets and other relevant documentation (Minimum of Sound Achievement in Year 10 Math's and English).
- The ability to read, write and perform numerical calculations to a standard commensurate with the duties involved in the position.
- Ability to follow the directions of supervisors, and to eventually work with minimum or no supervision.
- Teamwork skills to be able to work as a junior to qualified tradespeople.
- Communication and basic customer service skills for dealing with Council employees.
- Willingness to study.
- Demonstrated ability to undertake manual handling and labouring.
- Ability to follow directions and cooperate with others to meet deadlines.

Knowledge

- Previous experience and exposure to basic mechanical maintenance activities is desirable.
- A basic understanding of how to maintain a safe working environment.
- Basic knowledge of or ability to quickly gain knowledge of Industry standards in Mechanics.

Essential Experience/Qualifications

- Current "C" Class Drivers Licence, provisional accepted.
- Minimum completion of Year 10 Junior Certificate or equivalent.
- Be physically capable of performing manual tasks.
- Construction white card.
- Ability to complete relevant Certificate III as requirement of apprenticeship within time period.

Desirable Experience/Qualifications

- First Aid Certificate.
- Confined Spaces Training.

Delegations and Authorisations

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" 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:

1. 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:	Roger Naidoo, Director of Infrastructure Services
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	