



Position Description

Position Number:	5012
Directorate:	Works
Team:	Workshop
Position Status:	Full Time
Classification:	QLGIA (Stream C)
Reports to:	Workshop Supervisor
Location:	Longreach
Accountable for:	NA
Revised:	June 2025

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

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 undertake mechanical diagnostics, and repairs of Council's light and heavy vehicles, plant, and equipment in both workshop and field environments. The role ensures the ongoing operational efficiency, safety and compliance of Council's fleet through the timely delivery of both scheduled and reactive servicing, including mobile callouts to operational sites.

Position Responsibilities

Functional Area	Key Accountabilities
Mechanical Workshop	<ul style="list-style-type: none">• Perform servicing, fault diagnosis, and repairs on a broad range of light and heavy diesel vehicles, plant, and equipment.• Deliver mobile mechanical services, including attending breakdowns and undertaking field repairs at job sites across the local government area.• Conduct pre-start inspections, safety checks, and preventive maintenance in both workshop and field environments.• Maintain accurate service and repair records using Council's fleet management systems.• Follow all safety, environmental, and risk management procedures relevant to mobile and workshop work.• Liaise with operators and supervisors to ensure minimal disruption to operational delivery.• Assist in the mentoring of apprentices or junior staff.• Participate in rostered after-hours or emergency call-out support as required.• 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.
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.• Adhere to Council's Code of Conduct and maintain high standards of safety, integrity, and accountability.• Demonstrate flexibility in attending to mobile call-outs and scheduled field servicing needs.• Contribute to a collaborative, safety-conscious, and solutions-focused team environment.• Uphold environmental protection standards when working in field environments.• 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 incumbent will have a responsive and effective relationship with the workshop supervisor. Receiving and implementing direction when directed.
Accountable to:	Manager of Fleet & Workshops	The incumbent will have a responsive and effective relationship with the Manager of Fleet & Workshops.
Works with (Internally)	Team Leaders and their team members Workshop Team	The incumbent 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

- 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 light vehicle or heavy diesel mechanic with experience.
- Current C Class Drivers licence.
- Construction White card.

Desirable Experience/Qualifications

- Competence in the maintenance and repair of Auto Air Condition systems.
- Relevant plant competencies.
- High Risk Work Forklift licence.

Delegations and Authorisations

NA

Vehicle Authorisation

NA

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 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 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:

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:	Director of Infrastructure- Andre Pretorius
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	