



## Position Vacant – Mechanic

For full details and requirements of the role – Please refer to the Position Description

### **BENEFITS AND CONDITIONS**

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Employment will be in accordance with the Local Government Industry (Stream C) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Permanent, Full Time position
- Salary cash component – Level C10 - \$58,890 per annum.
- 9 day fortnight.
- 4 weeks (152 hours) Annual Leave with 17.5% loading per annum.
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement.
- Weekend and after hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (11%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed.

### **HOW TO APPLY**

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All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 23-24-016**

For further enquiries regarding this vacancy and associated selection process, please contact Mr Ben Mear on 07 4620 8855.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Tuesday 28 November 2023**

Matthew Magin  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Mechanic

POSITION DETAILS			
DEPARTMENT:	Infrastructure Services		
POSITION:	Mechanic		
REPORTS TO:	Workshop Supervisor		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	193 Grey Street, St George		
EMPLOYMENT BASIS:	Permanent, Full Time		
POSITION PURPOSE:	Responsible for assisting with the day-to-day operations and maintenance of Council's workshop, plant, equipment and vehicles.		
POSITION REQUIREMENTS			
TYPE	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	<ol style="list-style-type: none"> <li>Current trade certifications in Automotive Mechanical Technology (Heavy Vehicle) or Engineering Mechanical Trade (Heavy Plant Mechanic)</li> <li>Current C class drivers licence, higher class would be an advantage</li> <li>White Card - General Safety Induction</li> </ol>	<ol style="list-style-type: none"> <li>Plant Operator Certificates for plant classifications (grader, backhoe, loader, skid steer loader, excavator, roller) would be an advantage</li> <li>Traffic Control and Traffic Management tickets would be an advantage</li> <li>Chainsaw competency licence would be an advantage</li> </ol>	
SKILLS	<ol style="list-style-type: none"> <li>Ability to interpret and apply policies and procedures</li> <li>Basic literacy and numeracy skills necessary to complete timesheets and participate in training</li> <li>Ability to work within teams, with regular supervision, including ability to ensure work tasks continue in the absence of a supervisor</li> <li>Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes</li> <li>Demonstrable customer service</li> </ol>		
EXPERIENCE	<ol style="list-style-type: none"> <li>Relevant heavy plant, equipment and light vehicle mechanical trade experience, in similar positions</li> </ol>		
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <b>BAL-1044 Immunisation Procedure</b> .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

# Position Description – Mechanic

<b>POSITION KPI's</b>
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.
<b>AUTHORITY/DELEGATION</b>
Works independently under general guidance, guidelines and objectives provided by the Workshop Supervisor. This position has nil delegated purchasing authority in accordance with <b>Council's Delegation Register</b> .
<b>RESPONSIBILITIES</b>
<b>INHERENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.</li> <li>• Work in a safe manner at all times and report any workplace risks.</li> <li>• To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.</li> <li>• Communicate all health and safety matters to supervisors where applicable.</li> <li>• To be punctual and reliable</li> <li>• To report problems or difficulties encountered</li> <li>• Contribute to the Council with suggestions for improvement</li> <li>• Monitor personal qualifications and licences to ensure currency</li> <li>• All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.</li> <li>• Communicate reliably and regularly, especially when working alone.</li> <li>• Be environmentally responsible by minimising wastage without compromising safety or effectiveness</li> </ul>
<b>KEY RESPONSIBILITIES</b>
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <p><b>Heavy Plant &amp; Fleet Maintenance</b></p> <ul style="list-style-type: none"> <li>• Maintain and repair Council's heavy plant, equipment and light vehicles at the prescribed intervals or when required</li> <li>• Actively conduct mechanical maintenance of fleet vehicles, heavy plant and equipment</li> <li>• Maximise the availability of fixed and mobile plant and equipment</li> <li>• Assist with the efficient operation of the mechanical workshop and the labour duties associated with this</li> <li>• Assist with programming the service schedule of all Council fleet, heavy plant and equipment</li> <li>• Assist with the maintenance of all safety equipment on the plant being operated and ensure that these are kept in a safe working physical location</li> <li>• Notify and report all accidents, damage, or loss to any plant or equipment</li> <li>• Undertake manual handling/labouring duties as directed by site supervisor</li> <li>• Weekend and after-hours work may be required</li> <li>• Perform other duties within your capabilities as directed</li> </ul>
<b>MANAGEMENT SYSTEM RESPONSIBILITIES</b>
<p><b>Organisational Continuous Improvement &amp; Quality Management</b></p> <ul style="list-style-type: none"> <li>• Willingness and ability to adapt to challenge and opportunities, for example: <ul style="list-style-type: none"> <li>- changing workforce capabilities through multiskilling, succession planning, knowledge management</li> <li>- changing technologies and operational procedures by expanding your knowledge of future trends and required competencies</li> </ul> </li> <li>• Willingness and ability to set the example and live by Council's values</li> <li>• Willingness and ability to advocate a positive and constructive organisational culture</li> <li>• Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such</li> <li>• Willingness and ability to integrate the competing demands of work, home, community and self</li> </ul>

# Position Description – Mechanic

- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

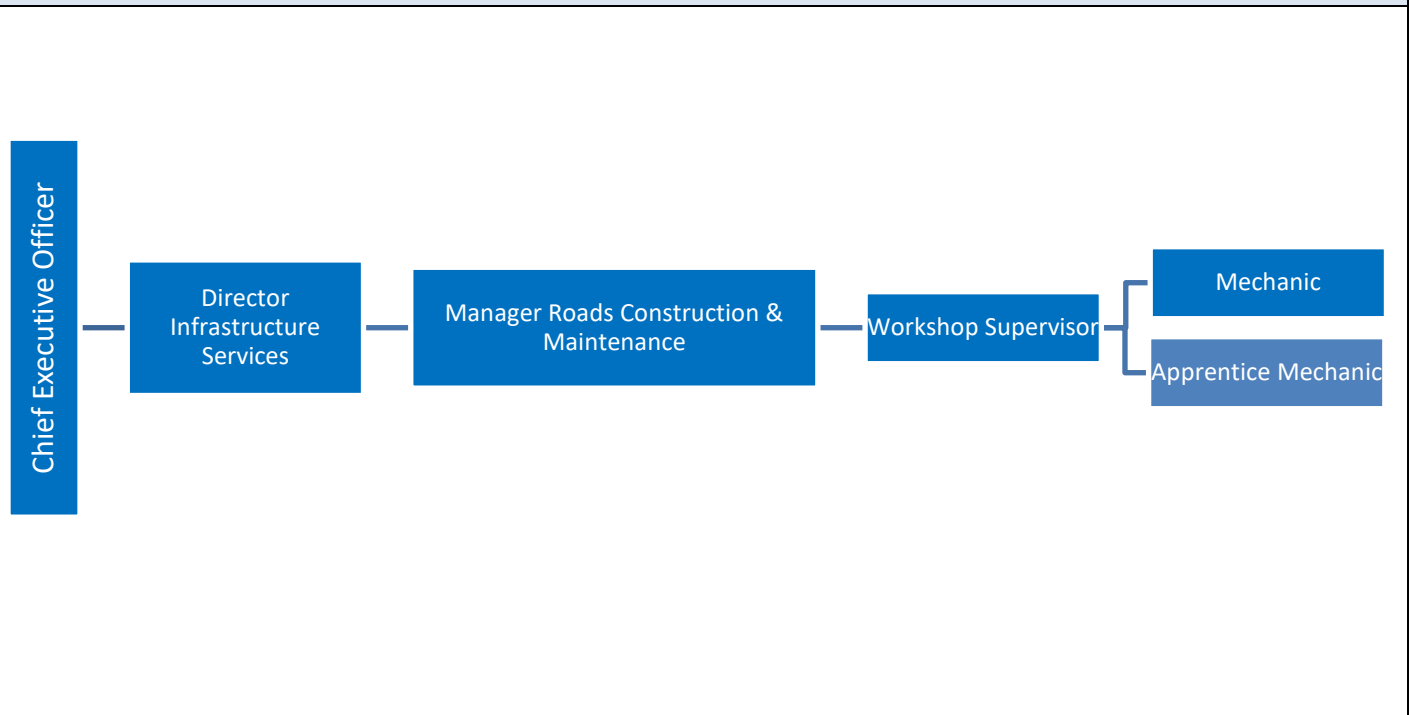
## Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council’s safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

## ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Workshop Supervisor circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Workshop Supervisor appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

## ORGANISATIONAL STRUCTURE





# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Mechanic	Reference Number: 23-24-016
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced: / /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced: / /
Location:	Concluded: / /
Main Duties:	
<b>Previous Employer:</b>	Commenced: / /
Location:	Concluded: / /
Main Duties:	

# Application for Employment

## Licences, Tickets and Qualifications

- |   |  |
|---|--|
| <input type="checkbox"/> C – Car                            | <input type="checkbox"/> LB – Front End Loader Backhoe |
| <input type="checkbox"/> LR – Light Rigid                   | <input type="checkbox"/> LF – Forklift                 |
| <input type="checkbox"/> MR – Medium Rigid                  | <input type="checkbox"/> LG – Grader                   |
| <input type="checkbox"/> HR – Heavy Rigid                   | <input type="checkbox"/> LL – Front End Loader         |
| <input type="checkbox"/> HC – Heavy Combination             | <input type="checkbox"/> LR – Road Roller              |
| <input type="checkbox"/> Chainsaw – Cross Cut               | <input type="checkbox"/> LS – Skid-steer Loader        |
| <input type="checkbox"/> Chainsaw – Felling                 | <input type="checkbox"/> Traffic Control               |
| <input type="checkbox"/> White Card (Construction Industry) | <input type="checkbox"/> Cert III Civil Construction   |
| <input type="checkbox"/> Cert III Water Industry Operations | <input type="checkbox"/> Other: _____                  |

## Experience

Have you ever performed plant operation and/or truck driving duties?  Yes  No

*Estimated total length of experience (years)*

- |   |  |
|---|--|
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Front End Loader  |
| <input type="checkbox"/> Road Roller      | <input type="checkbox"/> Skid-steer Loader |
| <input type="checkbox"/> Forklift         | <input type="checkbox"/> Truck Driving     |
| <input type="checkbox"/> Grader           | <input type="checkbox"/> Other:            |

*In which industry did you gain the majority of this experience?*

- |   |
|---|
| <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other:                           |

Have you ever performed general labouring duties?  Yes  No

*Estimated total length of experience:*

- |   |
|---|
| <input type="checkbox"/> Less than 2 years            |
| <input type="checkbox"/> Between 2 years and 5 years  |
| <input type="checkbox"/> Between 5 years and 10 years |
| <input type="checkbox"/> More than 10 years           |

*In which industry did you gain the majority of this experience?*

- |   |
|---|
| <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other:                           |

Have you ever performed in a supervisory role?  Yes  No

*Estimated total length of experience:*

- |   |
|---|
| <input type="checkbox"/> Less than 2 years            |
| <input type="checkbox"/> Between 2 years and 5 years  |
| <input type="checkbox"/> Between 5 years and 10 years |
| <input type="checkbox"/> More than 10 years           |

*In which industry did you gain the majority of this experience?*

- |   |
|---|
| <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other:                           |

## Application Questions

Do you require any special arrangements at an interview?  Yes  No

If yes, please provide details below: \_\_\_\_\_

Do you hold a current Queensland Driver's Licence?  Yes, number: \_\_\_\_\_  No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?  Yes  No  Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

## Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

### Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**?  Yes  No

Applicant's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.*