

Position Title	Mechanic
Department	City Assets
Unit	Fleet
Team	Fleet Workshops
Supervises	Nil
Reports To	Team Leader Workshop Operations
Grade	D
Date Prepared	23/05/2023
Date Last Updated	5/09/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position


To perform day-to-day maintenance and repairs to Council's diverse fleet of heavy and light vehicles plant and equipment working in a safe manner that satisfies WHS requirements and mechanical trade industry standards.

Accountabilities

- Perform high quality scheduled preventative and corrective maintenance to Council's vehicles, plant, and equipment in accordance with manufacturer's recommendations or adopted service schedules.
- Perform tasks within set time frames with a high standard of workmanship and in a timely and cost effective manner;
- Provide parts lists for jobs to the Team Leader Workshop Operations.
- Completion of accurate job-sheets and collation of appropriate paperwork;
- Ensuring & assisting in maintaining a clean work environment;
- Adhere to all safe work practices and Workplace Health and Safety requirements
- Assist in the training of Apprentices as required
- Collaborate with other Fleet Unit staff to ensure best value outcomes are achieved for the Unit and our stakeholders
- Undertake other duties as required by Coordinator Workshop Operations, or other Supervisory staff.

Position capabilities and level

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.

Capability Profile – Trades/ Operational		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Intermediate
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Personal Character		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> • Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level

- Is vigilant about the use of safe work practices by self and others
- Is alert to risks in the workplace and raises them to the appropriate level

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Trade qualification as a Heavy Vehicle Mechanic
- Class HR Drivers licence

Essential Experience

- Experience and knowledge in the corrective & preventive repair of Medium & Heavy Plant and Equipment
- Experience and knowledge of suspension systems, automatic and manual transmissions, diesel and petrol engines.
- Sufficient knowledge and experience of hydraulic and pneumatic operating systems and components to perform diagnostic work.
- Experience in working to manufacturers service and maintenance schedules.

Desirable Qualifications and or Experience

- Motor Mechanics Licence (Department Fair Trading)
- AIS inspector ticket

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: HR Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>