

Position Title	APPRENTICE MECHANIC
Department	City Assets
Unit	Fleet
Team	Workshop Operations
Supervises	
Reports To	Team Leader Workshop Operations
Grade	T
Date Prepared	23/10/2025
Date Last Updated	23/10/2025

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

The Apprentice Mechanic supports the Workshop Operations team by learning and assisting in the maintenance, servicing, and repair of vehicles, plant, and equipment. The role provides hands-on training and experience under the supervision of qualified mechanics, while completing a nationally recognised trade qualification.

Accountabilities

- Assist in the inspection, maintenance, and repair of a range of fleet vehicles, plant, and equipment.
- Learn to diagnose mechanical faults and perform repairs under supervision.
- Carry out basic servicing tasks such as oil changes, filter replacements, tyre repairs, and lubrication.
- Use workshop tools and equipment safely and maintain them in good condition.
- Use technology to maintain accurate service and repair records.
- Keep the workshop clean, organised, and compliant with workplace safety standards.
- Follow instructions from supervisors and adhere to Council and WHS policies.
- Attend and successfully complete all required training as part of the apprenticeship.
- Other duties as requested by the Team Leader, Coordinator or Manager.

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 – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	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	Foundational
	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
Resources		
Procurement and Contracts	Foundational	• Complies with basic ordering, receipting and payment processes • Checks quotes and invoices for accuracy • Checks that invoiced fees and charges match goods or services delivered
Personal Character		
Act with Integrity	Foundational	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Communicate and Engage	Foundational	• Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with

People Leadership		
Manage and Develop People	N/A	• n/a

* 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

- Completion of High School year 10
- Current or ability to obtain a C Class Drivers Licence

Essential Experience

- Genuine interest in motor mechanics and vehicle maintenance
- Good communication and teamwork skills
- Willingness to learn and follow instructions
- Reliable, punctual and committed to completing the apprenticeship
- Ability to adhere to all work health and safety requirements

Desirable Qualifications and or Experience

- Class C Drivers Licence

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☐	☒