

MECHANIC – Shared Resource

POSITION DESCRIPTION

Shire of Boyup Brook
and
Shire of Bridgetown-Greenbushes



The Shire of Boyup Brook

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.



The Shire of Bridgetown - Greenbushes

These values guide our conduct and decision-making processes, reflecting what our local community deeply cares about.

OUR VALUES

At the Shire of Bridgetown-Greenbushes, we live our values and always strive to be:



Welcoming, Friendly, and Inclusive: We foster a community that is open, warm, and embraces diversity.



Community-Minded: We show respect, understanding, and compassion for others, working collaboratively with local residents for better outcomes.



Creative and Innovative: We are open to new ways of doing things, encouraging creativity and innovation.



Sustainable and Resilient: We carefully consider our options and make balanced choices to care for our community, planet, and economy.



Cost-Effective and Accountable: We strive to provide good value for money, ensuring accountability in all our actions.

MECHANIC – Shared Resource

Position Number		Date Effective	5 June 2025
Level	5	Agreement / Award	Contract
Business Unit	Works and Services		
Responsible To	Executive Manager Operational Services – Shire of Boyup Brook Manager Works and Services – Shire of Bridgetown-Greenbushes		

1. OBJECTIVES OF POSITION

- 1.1. To ensure the Shire's motor vehicle, plant and equipment is maintained to the optimum operational level as determined by the Executive Manager of Operational Services/Manager Works and Services, and that records are maintained and kept up to date.
- 1.2. To ensure the Shire's bushfire brigade's appliance (fire units) are maintained to the optimum operational level as determined by the Executive Manager Operational Services/Manager Works and Services or in accord with grant funding agreements and that records are maintained and kept up to date.
- 1.3. To provide recommendations to the Executive Manager Operational Services/Manager Works and Services to optimise the efficient and effective operation of the Shire's motor vehicles, plant and equipment.
- 1.4. To maintain a high performance of work by implementing improved methods of service and repairs and at all times retain and reflect the integrity of the Shire.
- 1.5. Be part of a safety conscious and courteous works team.
- 1.6. Provide direct, indirect and broad supervision to an apprentice or trainee and tasks undertaken, to ensure safety and competence, if an apprentice or trainee is appointed.
- 1.7. Responsibility to achieve positive outcomes for work area consistent with the Shire of Boyup Brook and Shire of Bridgetown-Greenbushes Strategic Community Plan and Corporate Plan.

2. ROLES AND RESONSIBILITIES

- 2.1. The role aims to minimise downtime and maximise productivity by implementing and adhering to a comprehensive service and maintenance program for all vehicles, plant and equipment and liaise with Line Managers regarding availability of plant for services.
- 2.2. Ensure that all motor vehicles, plant and equipment are maintained in a safe and operational condition having regard to the manufacturer's recommendations and requirements of the Occupational Health and Safety Regulations.
- 2.3. Ensure bushfire brigade emergency vehicles, plant and equipment (including three fire trucks) are always maintained and operational.
- 2.4. Identify mechanical, electrical, and hydraulic problems in heavy and light plant and equipment and repair as required.
- 2.5. Repair or replace faulty components, including engines, transmissions, brakes, electrical systems, and hydraulic systems as required.
- 2.6. Carry out necessary repairs both in the workshop and in the field to plant, vehicles, and equipment that break down.
- 2.7. Order all parts and equipment required to carry out necessary repairs to plant vehicles and equipment.
- 2.8. Ensure that tyres on all plant vehicles and equipment are maintained in a condition to ensure safe operation.

- 2.9. Carry out major repairs/overhaul work in-house as much as possible, however if work has to be contracted out, then liaise with the Line Manager and the repairers, ascertain probable costs and timeframe for repairs, monitor progress of jobs and report to Line Manager accordingly.
- 2.10. Liaise with Line Manager with regards to major expenditure of repair works.
- 2.11. Ensure that an adequate supply of commonly used parts (e.g., filters, fuses, etc) are kept on-hand for all items of vehicles, plant and equipment.
- 2.12. Follow up on warranty compliances for all relevant plant and vehicles.
- 2.13. Coordinate warranty repairs and repairs on insurance claims of heavy and light plant and equipment as required.
- 2.14. Provide mechanical advice to Shire Plant Operators, Line Managers and Chief Executive Officers, when required.
- 2.15. Ensure that all tools and equipment belonging to the Shire are marked and kept in the proper storage position.
- 2.16. Maintain fuel and oil stocks in Shire Depot, to ensure all plants are always operational.
- 2.17. Maintain records via computer and workshop manuals and prepare monthly service and maintenance reports on all plant, vehicles, and equipment for management reporting as required.
- 2.18. Ensure all staff who are responsible for items of plant vehicles and equipment are aware of the daily maintenance program to be carried out on that item.
- 2.19. Assist the Line Manager and the Executive Staff in ensuring the plant and equipment program is updated annually and actioned in accordance with Shire budgets.
- 2.20. Supervise and act as a role model for apprentices and trainees to build a positive workplace culture that motivates, inspires and contributes to the success of the organisation and the successful outcome of the apprentice or trainee.
- 2.21. Maintain a clean and safe working environment in compliance with Occupational Health and Safety Regulations. This includes keeping the workshop and surrounding areas tidy, ensuring the availability and use of personal protective equipment, and enforcing safety regulations.
- 2.22. Ensure safety equipment is readily available when needed.
- 2.23. Ensure the workshop safety system is maintained, and adhered to by staff while in the workshop, especially regarding personal protection (e.g., hoist, pit, tyres, hearing and eye protection, and no-smoking policy).
- 2.24. Provide occasional assistance where required in other areas such as roads, building maintenance and general hand type work as reasonably directed.
- 2.25. Any other duties as reasonably requested by the Line Manager and CEO.

3. PERFORMANCE OF DUTIES

- 3.1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shires.
- 3.2. Perform your duties impartially and in the best interests of both Shires.
- 3.3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, *Local Government Act 1995* and other relevant Legislation.
- 3.4. Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification.
- 3.5. Demonstrate and model Shire Values.
- 3.6. Act with integrity – being consistent with Shire's core values in all your tasks and interactions with others. Demonstrating integrity includes:
 - Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
 - Being dependable and following through on your commitments.
 - Being respectful when communicating with others.
 - Taking responsibility for your actions and holding yourself accountable for your mistakes.

4. SAFETY AND DUTY OF CARE

The Shires are committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shires require employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

5. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Reference checks

6. REQUIRED SKILLS AND QUALIFICATIONS

The Shire recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

6.1. Essential

- 6.1.1. Five years post-trade heavy vehicle mechanic experience.
- 6.1.2. Australian recognised trade qualification (ie Diesel Mechanic/Heavy Vehicle Mechanic).
- 6.1.3. Well developed communication skills, both written and oral.
- 6.1.4. Excellent time management, organisational, analytical and problem-solving skills, with the ability to self-manage, plan and prioritise effectively to achieve outputs, meet multiple deadlines, resolve challenges, and deliver tasks and processes on time.
- 6.1.5. Sound plant operational skills, preferably on several different types of plant (eg graders, loaders, trucks and tractors).
- 6.1.6. Proven relationship management skills that meet the needs of internal and external clients.
- 6.1.7. Ability to work as part of a team to achieve best outcomes throughout the Shire.

- 6.1.8. Working knowledge of Work Health and Safety and Equal Employment Opportunity requirements.
- 6.1.9. Current National Police Clearance less than 3 months old
- 6.1.10. Current White Card – Construction WA
- 6.1.11. Right to Work In Australia
- 6.1.12. HC Class Driver's Licence or the ability to obtain one
- 6.1.13. First aid certificate or the ability to obtain one

6.2. Desirable

- 6.2.1. Traffic Management Certificate – Advanced Worksite Traffic management & Traffic Controller.
- 6.2.2. At least five (5) years practical works experience with light plant and heavy plant and equipment.
- 6.2.3. Experience in interpreting budgets, procurement and purchasing policies.

7. LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

7.1. Reports to:

- Operates under supervision of Executive Manager Operation Services – Shire of Boyup Brook.
- Operates under supervision of Manager Works and Services – Shire of Bridgetown-Greenbushes.

7.2. Internal Liaisons:

- Shire Staff and Contractors
- Chief Executive Officer
- Executive Manager Operational Services
- Executive Manager Corporate Services
- Assets Officer
- Projects Officer
- Works Coordinator
- Manager of Financial Services
- Other Shire staff

7.3. External Liaisons:

- Councillors
- Members of the public and community groups
- Funding and other Government agencies

7.4. Supervision Of:

- Apprentice and/or Trainee

8. NORMAL WORKING HOURS

Varied hours of work, as required, per Roster.

9. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the Mechanic's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

10. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

11. CERTIFICATION

The Chief Executive Officer (CEO) of Shire of Boyup Brook and Chief Executive Officer (CEO) of Shire of Bridgetown-Greenbushes, confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook and Shire of Bridgetown-Greenbushes standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Chief Executive Officer Shire of Boyup Brook	
Date	
Chief Executive Officer Shire of Bridgetown-Greenbushes	
Date	