

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Mechanic (Jabiru / Minjilang / Warruwi)		
Location	Jabiru/ Minjilang/Warruwi	Department	
Classification	Level 8	Position Type	Perm. Full time
Position Number	TBA	PD Number	TBA
Reports to	Fleet Coordinator	Reports to	N/A
Reportees Roles	N/A		
Coverage	Local Government Industry Award 2020		
Approved By	Chief Executive Officer	Date	28/01/25

Position Objective

To diagnose mechanical issues, carry out repairs, perform routine maintenance, and provide advice to prevent future breakdowns and enhance the lifespan and functionality of West Arnhem Regional Council's vehicles and machinery.

Key Responsibilities

1. Diagnose and Troubleshooting

- 1.1. Ensure all routine and timely inspections are performed using the appropriate tools and methodology to ensure the accurate diagnosis of mechanical problems.
- 1.2. Ensure the correct identification of core and contributing issues affecting vehicle systems and machinery.

2. Repairs and Replacement

- 2.1. Ensure any repairs and replacement of faulty parts or components are completed within required timeframes and budgets.
- 2.2. Reassemble and test repaired vehicles, machinery or parts to verify functionality before releasing to the wider council for use.

3. Routine Maintenance

- 3.1. Ensure the routine maintenance of vehicles, machinery or parts are conducted in accordance with approved schedules.
- 3.2. Perform regular checks and spot checks to ensure vehicles and machinery are in safe, operational condition.
- 3.3. Reassemble and test repaired vehicles, machinery or parts to verify functionality before releasing to the wider council for use.

4. Safety and Quality Control

- 4.1. Ensure all repairs and maintenance meet safety and quality standards.
- 4.2. Conduct thorough safety inspections and recommended improvements to ensure vehicles and machinery comply with legal and safety requirements.

5. Communication

- 5.1. Provide Fleet and other relevant Managers with timely updates about scheduling, diagnostics, and repairs or replacement costs.
- 5.2. Provide timely advice on preventative maintenance to avoid or minimise future mechanical issues.

6. Record Keeping

- 6.1. Maintain detailed records of inventory, schedules, repairs, maintenance, parts and cost codes using Council's approved systems, for each vehicle or piece of machinery.



Key Responsibilities

6.2. Document the history of work performed to ensure ongoing accountability and transparency.

7. Workplace Safety and Cleanliness

7.1. Maintain a clean, organised and safe working environment.

7.2. Ensure tools and equipment are properly used, maintained, stored and secured in accordance with safety protocols and Council's policies and procedures.

8. Continuous Learning

8.1. Keep up to date with new technologies, repair techniques and vehicle systems to continuously improve skills and service quality.

8.2. Liaise with the Fleet Manager and Learning and Development Coordinator about any learning or upskilling needs.

9. Employee Responsibilities

9.1. Follow the requirements of your Contract of Employment.

9.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.

9.3. Follow all lawful instructions.

9.4. Seek help or support from the appropriate personnel when needed.

4. Work Health and Safety (WHS)

4.1 Follow all approved WHS practices and processes connected with your work.

4.2 Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.

4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.

Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria for attaining one.
- Motor Mechanic or Diesel Fitter Trade certificate from a recognised Provider.
- Proven experience in accurate diagnostic and mechanical problem solving.
- Experience in independently working in a mechanic workshop to meet deadlines.
- Experience in ordering materials, inventory control, planning and preparation of jobs.
- Strong understanding and appreciation of Indigenous culture, living and working in a remote community.
- Current C Class Driver's Licence.

Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to work to Council's required policy, procedure and process standards.
- Proficiency in using Council's systems and adhering to Council's policies and procedures.
- Heavy Rigid Licence
- Appointment of Inspector by the Register of Motor Vehicles
- First Aid Certificate.

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