

POSITION DESCRIPTION

Mechanic

Position	Mechanic
Classification Level	Permanent, Full Time - Level 7
Location	Wadeye
Reports to	Workshop Supervisor

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

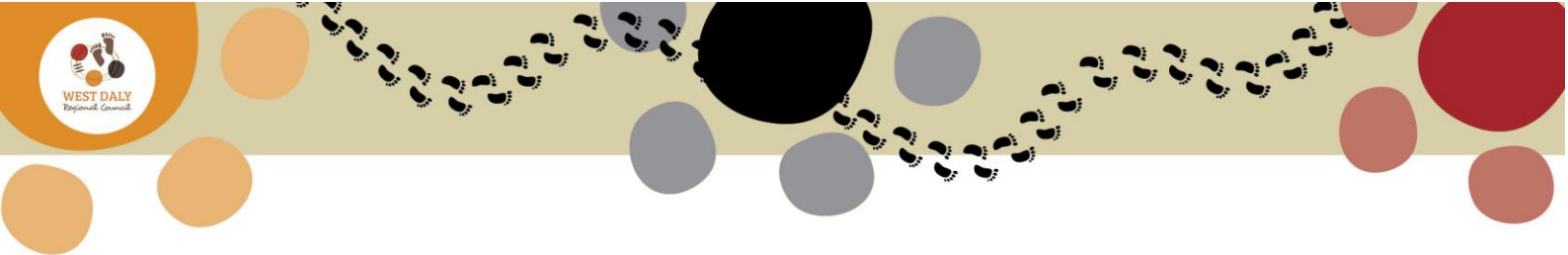
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



POSITION

The purpose of this position is to provide trade qualified - high quality, efficient and effective mechanical services within the West Daly Regional Council community, as required.

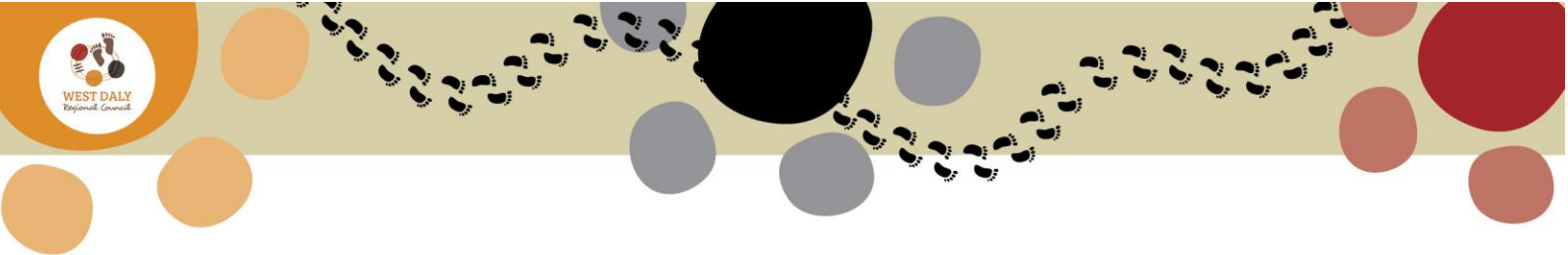
ROLE RELATIONSHIPS

Internal	External
Community Services Manager (Wadeye)	Community Organisation Representatives
Community Services Managers (all regions)	Government Representatives
Workshop Supervisor	Community Members
All Council Staff	Consultants and Contractors
	Council Suppliers

DUTIES

Primary Tasks

- Under the direction of the Workshop Supervisor, carry out a high standard of repairs and maintenance to West Daly Regional Council’s fleet of vehicles, plant and equipment and other vehicles where required;
- Assist with the development of the plant and vehicle maintenance program;
- Ensure the Workshop Supervisor and Community Services Manager are advised of preventative maintenance requirements, and plant and vehicle conditions;
- Undertake the transportation of vehicles, plant and equipment where required;
- Report to the Workshop Supervisor on major operational issues related to the workshop and any equipment misuse or damage;
- Ensure the maintenance of correct records relating to the management of Council’s mechanical workshop, including vehicle, plant and equipment maintenance, stock control and job cards;
- Prepare job cards for all work carried out and forward for processing daily;
- Prepare requisitions for the supply of parts and lubricants within budget allocations and forward for authorisation and processing;
- Keep the workshop in a clean, safe and operational state and ensure tools are stored securely;
- Receive and secure goods ordered for the workshop;
- Ensure the workshop is securely locked when not attended; and
- Other duties commensurate with skills and experience, as directed.



RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

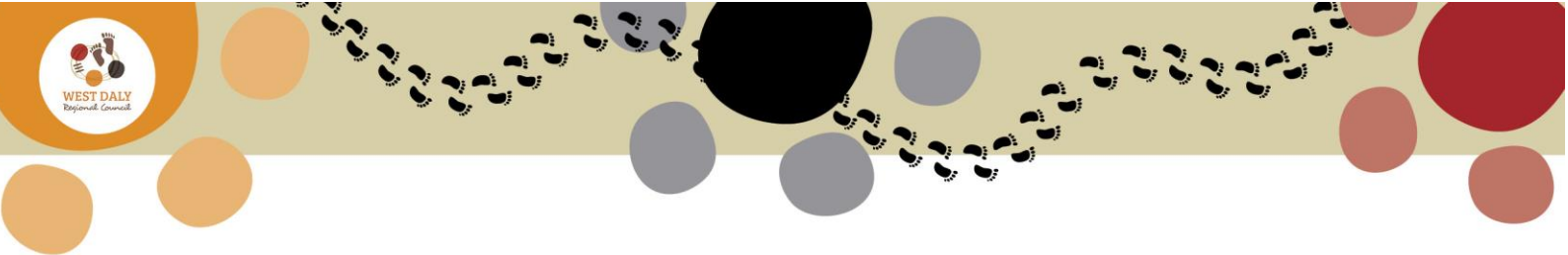
General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Workshop Supervisor (Wadeye).

SELECTION CRITERIA

Essential Qualifications & Experience

- Trade certificate in Motor Mechanics (or Diesel Fitter).
- Experience in working in a similar role within a mechanical workshop.
- A Medium or Heavy Rigid classification.
- Tickets to operate heavy machinery (would be well considered).
- Authorised Vehicle Inspector (or ability to obtain).
- Experienced at ordering of materials.
- Experience with Microsoft Word and Excel.
- Construction Induction (White Card).
- Current National Criminal History Check.
- Current Northern Territory Drivers Licence.
- Working with Children (OCHRE) Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)



Knowledge, Skills & Abilities

- Strong knowledge of mechanical functions along with proven skills in a wide range of mechanical areas.
- Excellent diagnostic and problem-solving skills.
- Self-motivated and shows initiative, take pride in own outputs.
- Sound knowledge of the principles of Workplace Health & Safety.
- Ability to work with limited supervision and direction.
- Knowledge of and ability to keep abreast of relevant industry standards.
- The ability to work within strict time frames to ensure projects are done on time.
- Personal integrity.
- Good communication and interpersonal skills together with a friendly disposition.
- Ability to work with a culturally diverse range of people.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: October, 2021

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