



## POSITION DESCRIPTION

# Mechanic

<b>Position</b>	Mechanic
<b>Classification Level</b>	Permanent, Full Time - Level 6
<b>Location</b>	Wadeye
<b>Reports to</b>	Senior Mechanic

## 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
Senior Mechanic	Community Members
All Council Staff	Consultants and Contractors
	Council Suppliers

## DUTIES

### Primary Tasks

- Under the direction of the Senior Mechanic, 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 Senior Mechanic 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 Senior Mechanic 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 Senior Mechanic (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.



## Knowledge, Skills & Abilities

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- 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  
**Chief Executive Officer**

Dated: October, 2021

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