



<b>Position Description:</b> <b>Mechanical Trades Assistant</b>		<b>Issue 1</b>
<b>Position Number: P00975</b>	<b>Issued Date</b>	<b>Review Date</b> 14 June 2019

## **POSITION DESCRIPTION**

**Position Title: Mechanical Trades Assistant – Mechanical Services**

**Location/Branch: South Street Depot/Strategy & Corporate Services**

**Position Classification: Band Level Grade**

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## **POSITION PURPOSE/OBJECTIVE**

- To assist Mechanical / Welding trades staff in the provision of sustainable, quality, cost efficient and timely preventive maintenance and repair services to Council's vehicle, plant and other assets
  - To assist in maintaining the workshop and associated equipment in a safe, clean and tidy condition
  - To assist Fleet Services in the operational activities
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## **RELATIONSHIPS**

Reports to: Team Leader Mechanic  
Staff Responsibility: Nil  
Key Internal Relationships: Employees of Blue Mountains City Council  
Key External Relationships: BMCC Residents

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## **SPECIFIC RESPONSIBILITIES**

- Assist in repair and maintenance of heavy and small plant, heavy and light fleet vehicles, and other Council assets
- To operate plant / equipment efficiently and safely to ensure satisfactory completion of assigned duties
- Assure work is performed to a high quality in accordance with defined service levels and standards
- Assist and carry out pre-determined services to Council's fleet, recording findings and reporting on equipment condition
- Assist with fabrication tasks and field projects
- Detailing of Council's fleet
- Parts collection and Fleet operational tasks
- Maintain an agreed standard of housekeeping within the Mechanical and Welding workshops



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## KEY ACCOUNTABILITIES

### Workplace Health & Safety Statements

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations. You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

### Compliance and Risk Statements

You are responsible for ensuring that you conduct your risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) with the goal of ensuring that potential issues are identified and reported in a timely manner.

In undertaking your work should you identify contaminated land or potentially contaminated land, including but not limited to Asbestos contamination you are required to notify your supervisor immediately.

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## COMMUNICATION

- Liaison with management, other staff and external contacts as required
- Communication and co-operation within the team is essential to ensure duties are performed in an efficient and safe manner

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## JUDGEMENT & PROBLEM SOLVING

- Follow established procedures and statutory regulations as set and provided by Roads and Maritime Services and manufacturers
- Follow fleet and mechanical services procedures when performing tasks

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## AUTHORITY

- Ability to work under routine supervision, individually or within a team environment
- Ability to evaluate alternative directions of action for consideration



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## **SKILL & EXPERIENCE**

### **Essential**

- Demonstrated interest / experience in mechanical / welding trades
- Excellent work ethic, self-motivated and physically fit to carry out duties
- Ability to work autonomously or as part of a team
- Sound verbal communication and interpersonal skills
- Demonstrated initiative, flexibility, enthusiasm and a positive approach to work
- Attention to detail, ability to work under pressure and to meet deadlines
- Knowledge of, and commitment to, Equal Employment Opportunity and Work Health and Safety principles and their application in the workplace

### **Desirable**

- Current HR Licence
- High Risk Licence - Forklift
- Trade qualification or previous experience in the mechanical or welding trades

## **BEHAVIOURAL COMPETENCIES**

- To display the Values of the Council.



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## BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

**\*Note - To be completed with the Recruitment Requisition form by the requesting Manager/Supervisor.  
Please contact the OH&S Officer if assistance is required in completing this form.**

Position: *Mechanical Trades Assistant*

Responsible Manager/Supervisor: *Manager Service Delivery, Mechanical Services Coordinator*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed, ratings as follows:

No Exposure = 0                      Low Exposure 0 – 2hrs daily = 1  
Medium Exposure 2 – 4hrs daily = 2                      High Exposure 4 – 8hrs daily = 3

PHYSICAL REQUIREMENTS				WORKING CONDITIONS			
Heavy Manual Tasks	2	Shoveling/Digging	1	<b>CHEMICALS</b>		<b>PHYSICAL</b>	
Light Manual Tasks	2	Pushing loads > 5kgs	1	Dusts	2	Inside Work	3
Repetitive Lifting	0	Pulling loads >5kgs	1	Liquids	2	Outside Work	1
Trunk Twisting	1	Frequent bending/ stooping	1	Mists / Fumes	2	High Temperatures > 38deg	1
Standing for extended periods	2	Sitting for extended periods	3	Gases/Vapours	2	Low Temperatures < 3 deg	1
Kneeling for extended periods	2	Hearing above background noise	2	Odours	2	Operating Machinery	3
Extend arms for reaching	2	Walking on uneven ground	2	Working with Solvents	2	Working Near Machinery	2
Elevating arms above shoulder height	2	Walking for extended periods	2			Working at Heights	1
		Colour Vision	3	<b>BIOLOGICAL</b>		Noisy Work Areas	1
Climbing to access/ exit excavations	1	Depth Perception	3	Possible exposure to Hepatitis A, B, C	1	Vibration	1
Throwing	0	Balancing	1	Pesticide Spraying	1	Confined Spaces	1
Crawling	1	Fine Manipulation	1	<b>Herbicide Spraying</b>	1	Prolonged Driving (periods > 2hours)	1
				Possible exposure to Tetanus	1	Working Alone	2
						Overhead Work	1
<b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b>						Use of Computer for screen based activities.	3
Safety Boots/Shoes	3			<b>BIOMECHANICAL</b>		Prolonged Sitting (periods > 1hour)	3
Dust Mask/ Respirator	2			Repetitiveness	2	Prolonged Standing (periods > 1 hour)	2
Protective Eyewear	2			Fatigue	2		
Ear plugs/Muffs	2						
Hard Hat	1						