

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Plant Mechanic
Reference No: 011/20**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

July 2020



Position Vacant

Applications are invited for the below position:

Plant Mechanic – PV 11/20

Salary: Broadband Grade 8/9 in Councils Salary Structure. From \$53,925pa to \$61,700pa (negotiable) + Allowances + 9.5% superannuation.

An opportunity exists for an experienced and qualified Mechanic to join our diverse Workshop team, to fill our recently vacated position.

The position is responsible for ensuring the inspection, service, maintenance and repair of plant and equipment, and carrying out technical remediation works, basic fabrication, welding and hard facing, and will also be required to diagnose and rectify hydraulic, pneumatic, mechanical and electrical faults in plant and equipment. This role will involve a combination of workshop and on site field servicing of all Council plant and machinery within the Tenterfield Shire.

Along with qualifications and strong experience, you will possess a great attitude and have the ability to work within our diverse positive team. If you are an individual with these qualities, and would like the opportunity to contribute to your community, we encourage you to apply.

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Fleet or HR, Workforce Development & Safety on 02 6736 6000 (during business hours).

Applications addressing the selection criteria should be emailed to the Chief Executive at council@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm, 22 July 2020**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect, & Excellence (ICARE).

Applicants must be an Australian citizen/resident, or hold a visa that allows employment in Australia.

Terry Dodds
Chief Executive



**TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 011/20**

Position applied for: Plant Mechanic

Mr **Family Name:** _____

Mrs **Given Names:** _____

Ms **Preferred Name:** _____

Miss

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e. 9am - 5pm)

Home: _____

Mobile: _____

Other: _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

Chief Executive
Tenterfield Shire Council
**Confidential: Job Ref No: 011/20 – Plant
Mechanic**
PO Box 214
TENTERFIELD NSW 2372
council@tenterfield.nsw.gov.au

Job Enquiries:

Manager Fleet
Phone: (02) 6736 6000 (during business hours)
Email: council@tenterfield.nsw.gov.au

HR, Workforce Development & Safety
Phone: (02) 6736 6000 (during business hours)
Email: council@tenterfield.nsw.gov.au



Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Director of Infrastructure
Section:	Fleet
Position Identifier:	PM/V1
Classification:	Grade 8/9 (Broadband)
Industrial Instrument:	Local Government (State) Award
Location:	Council Depot - Riley Street, Tenterfield
Date position description approved	5 July 2018

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

The Plant Mechanic is responsible for ensuring the inspection, service, maintenance and repair of plant and equipment and carrying out technical remediation works, basic fabrication, welding and hard facing, as required. The Mechanic will also be required to diagnose and rectify hydraulic, pneumatic, mechanical and electrical faults in plant and equipment. This role will involve a combination of workshop and on site field servicing of all Council plant and machinery within the Tenterfield Shire.

Key accountabilities

Within the area of responsibility, this role is required to:

- Diagnose and rectify hydraulic, pneumatic, mechanical and electrical faults in plant and equipment used in Works, Water/Waste and Sewerage, and with operational assets, as scheduled by the Service Advisor/Mechanic or Manager Fleet.
- Identify components in line with diagnosis and make recommendations to the Workshop management as to replacement/repair subject to budget availability of items/components. Complete servicing as required.
- Ensure high quality workmanship according to industry best practice and that all work is completed in accordance with safe work practices.
- Carry out scheduled or essential preventative maintenance to enhance fleet operability and service assets.
- Ensure all works are completed within agreed time limits, subject to availability of parts or other constraints. Follow Council and Workshop policy and procedures, including EEO.
- Ensure that all servicing, repairs, fabrication and installations are in accordance with the relevant guidelines of the WorkCover Authority, industry Codes of Practice and the NSW WH&S Act and Regulations.
- Monitor apprentices to ensure that all work performed meets industry standards.
- Support other workshop team members to maximize productivity and reduce downtime.
- Be available for a reasonable amount of overtime as required by projects, including weekends.
- Consult with relevant operators / drivers if available to ensure defect reporting is accurately completed and delivered within appropriate time frames.
- Maintain an accurate daily record of all work performed in a work record diary.
- Undertake fabrication of basic components to specification provided.
- Maintain tools and equipment and insure they are in satisfactory working order as well as maintaining a clean work environment, assisting with all housecleaning tasks as required.
- Present a positive image of Council.
- Further duties assigned that are compatible with the employees professional skills, competencies and training.

Key challenges

Effective and efficient diagnosis of and rectification of mechanical faults. Delivery of quality maintenance services that ensure consistent availability of fleet resources.

Key internal relationships

Who	Why
Engineering, Works, Water/Waste and Council staff at all levels who are in possession of and operating Council fleet vehicles and equipment. Stores and administrative personnel	Ensure sustained operation of all equipment

Key external relationships

Who	Why
Parts suppliers, Manufacturers, Contractors, regulators, Workshop customers(Renewals/Certification), RFS	Sourcing required materials, application of correct processes for maintenance and repair, licensing requirements. Completion of Contract obligations.

Key dimensions

Decision making

Selection of correct courses of action to achieve quality maintenance and repair standards.

Reports to

Service Advisor/Mechanic

Accountable to

Manager Fleet

Essential requirements

Qualified and Accredited Plant or Motor Mechanic or other relevant motor trades' certification. Demonstrated experience in the diagnosis, maintenance, servicing and repair of a broad range of small and large plant and equipment. C class Driver's License.





Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:-

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Intermediate
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Assets and Tools	Advanced	<ul style="list-style-type: none"> • Considers council and community assets in the design/delivery of services • Facilitates and monitors appropriate deployment of assets and tools in line with community priorities • Implements and monitors compliance with asset management and maintenance plans and policies

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Possess relevant qualifications in plant mechanic or motor mechanic trades, including Department of Fair Training Trades Persons Qualifications for a motor Mechanic or other relevant Motor Trades Certification.
2. Demonstrated experience in conducting maintenance, diagnosis, servicing and repair on a broad range of small and large (road construction) plant, motor vehicles, mechanical and electrical equipment and pumps, with the ability to produce results.
3. NSW Class C Driver's License.
4. Demonstrated competency and proficiency with gas and electric welding techniques.
5. Sound literacy and numeracy skills to Year 10 level. Including the ability to complete maintenance and daily workplace documentation in an accurate and legible manner.
6. Sound communication skills, including the ability to deal in a respectful and professional manner with members of the wider community and council clients together with the ability to develop productive working relationships.
7. Demonstrated ability to work independently exercising sound judgment and initiative while providing technical and functional supervision of apprentices and sub-contractors in a team environment.
8. A demonstrated understanding, ability and commitment to implement EEO principles and Workplace Health and Safety and Risk Management procedures.
9. The ability to work in confined spaces, at heights and engage in general manual handling practices.
10. Current WH&S General Induction for Construction (White) Card.
11. Basic computer literacy skills.
12. Sufficiently fit to carry out any safety drill or rescue that may arise.

Desirable: (to obtain Grade 9)

1. Possession of a post-trade qualification.
 2. Competent in operation and Backhoe, Front End Loader or other earth moving plant, basic fabrication and welding skills.
 3. Crane and Forklift High Risk Work Licence.
 4. Ability to organise and schedule works to meet time targets.
 5. Possession of Confined Spaces Accreditation.
 6. NSW Class, LR, MR, HR and MC or HC Drivers Licence or equivalent, together with truck operation experience.
 7. Possession of a current accredited First Aid Certificate.
 8. Possession of a current RMS/SafeWork Traffic Controllers Certificate (Blue/Yellow).
 9. Possession of a current RMS Inspection Certification.
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Further Essential Job Requirements

Whilst not essential selection criteria, the position holder will be required to obtain the following certification, if not already held, through training/action provided by Council.

1. Confined spaces entry accreditation.
2. Current Tetanus and Hepatitis vaccinations.
3. Current RMS/SafeWork Traffic Controller & Implement Traffic Control Plans (blue/yellow card) Certificate.
4. Current First Aid Certificate.
5. Current Use of Chemical/pesticides certification (Chemcert).
6. Accreditation as an RMS Vehicle Inspector (Authorised Inspection Station).
7. HC Class NSW Driver's License.
8. Assessed ability to operate a forklift (High Risk Work Licence).
9. Operation of Chainsaw (level two) accreditation.

General Information

Hours of work:

Full time position with Council operating a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work hours are generally 7:15am to 4:30pm, Monday to Thursday inclusive, and 7:15am to 4:00pm every second Friday, with every second Monday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy/Protocol.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
 - The attainment of a diverse and multi skilled workforce;
 - Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.
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Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols, Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy/protocol.

Physical:

The incumbent must be physically able to carry out their daily tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.



IMPORTANT INFORMATION FOR INTERNAL APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the selection criteria listed in the Position Description and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria, but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following:-

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are held at Council Chambers. Face to face interviews are preferred; however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually takes 30 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR, Workforce Development & Safety team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed, and addressed to the Chief Executive.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.
