

MECHANIC & STOREKEEPER POSITION DESCRIPTION

Department: Infrastructure & Major Projects
Unit: City Services
Section: -
Reports To: Manager, City Services

The Position is also expected to work in collaboration with other staff across the organisation.

Direct Reports: Nil.

Classification: Local Government Employees Award and the City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement
Municipal Employee, Grade 6

Special Conditions: May be required to work after hours (e.g. call out service roster)

PURPOSE

Based at the Council's Works Depot in Glynde, the Mechanic & Storekeeper is responsible for maintaining, servicing and repairing plant and equipment. The role also serves as the primary contact for all deliveries, oversees depot yard and workshop housekeeping, orders parts and consumables and provides support to the City Services unit as required.

KEY RESPONSIBILITIES

- Schedule and coordinate inspections, servicing and repairs of Council vehicles, machinery, plant and equipment with external service providers;
- ensure all servicing and repairs are completed in a timely manner, in accordance with manufacturers' specifications, relevant Work Health & Safety (WHS) requirements, Australian Standards, and that accurate maintenance records are maintained;
- undertake minor maintenance and repair work on Council vehicles, machinery, plant, and equipment as required;
- perform welding and steel fabrication repairs related to plant, equipment, park furniture and fixtures (e.g. fencing), and civil infrastructure (e.g. side entry pit frames);
- identify maintenance needs for vehicles and equipment, and source suitable contractors or providers to carry out necessary work;
- order and manage consumable parts and stock to ensure the efficient operation of Council's vehicles, machinery, plant, and equipment;
- receive goods and manage the safe loading and unloading of deliveries in accordance with established safety procedures;
- maintain housekeeping and cleanliness throughout the depot, promoting a safe and organised work environment while minimising stockpiling of unused or scrap materials;
- organise and/or undertake the collection and appropriate disposal or relocation of waste materials, such as pallets, tyres, and other refuse; and
- perform general storekeeping duties and assist and support the City Services unit with other tasks as directed by Manager, City Services.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Certificate III in Light Vehicle Mechanical Technology and/or Heavy Commercial Vehicle Mechanical Technology
- Heavy Vehicle Driver's Licence – Medium Rigid (Class MR) minimum
- High Risk Work Licence – Forklift Truck (Class LF)
- High level of proficiency in workshop and mechanical practices, with demonstrated experience in the maintenance and operation of plant and equipment
- Strong technical problem-solving skills with the ability to diagnose and resolve mechanical issues efficiently
- Excellent time management, organisational, and reporting abilities to ensure tasks are completed accurately and on schedule.

MECHANIC & STOREKEEPER

POSITION DESCRIPTION

- Effective communication skills, with the ability to engage positively with a diverse range of internal and external stakeholders
- Demonstrated initiative, reliability, and self-motivation, with the ability to work independently and with minimal supervision

DESIRABLE CRITERIA

- Trade Certificate in light welding and steel fabrication
- High Risk Work Licence - Boom-type elevating work platform (Class WP)
- Certificate of Competency in skid steer loader and backhoe operation
- Demonstrated willingness to be innovative, adaptable, and flexible in a dynamic work environment
- Sound understanding of customer service principles and the ability to apply them in a local government setting

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Heavy Vehicle Driver's Licence (Class MR) and High Risk Work Licences
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
MECHANIC & STOREKEEPER
Date _____