

POSITION DESCRIPTION



Date: 27 May 2024

1. Position Identification

Title:	Depot Maintenance and Mechanical Service Person				
Position Number:	PE.RE.135	Level:	6	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Operational and Infrastructure Services				
Section:	Engineering				
Location:	Works Depot/Qualing Scarp Waste Facility, Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Works
Direct Reports:	NIL

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Coordinator Works the Depot Maintenance/Mechanical Service Person will ensure the Shire's depots are maintained to a high standard, its fleet is maintained, and the repair and maintenance of the Shires minor plant and equipment and general mechanical infrastructure is scheduled and completed.

5. Key Responsibilities

- To maintain the Shire's depots to be safe, well organised, neat and clean.
- To repair and maintain Shire's minor plant and equipment.
- To repair and maintain the Shire's general mechanical infrastructure located at the airport, pumping station, marina and buildings.
- To maintain appropriate service records of work carried out on Shire's plant, equipment and general mechanical infrastructure.
- To coordinate and supervise contractors for works on plant, equipment and general mechanical infrastructure.
- Maintain and run the depot stores in an efficient and effective manner.
- To prepare written schedules for servicing and overhauls of all plant and equipment.
- To order parts in consultation with the Works Coordinator as required.
- To maintain the workshop in a clean and orderly manner and WHS principles.
- Assist with maintaining Shire's hazardous substances register.
- To undertake training as required inclusive of certification in air-conditioner servicing.
- Any other duties consistent with the level of this position as required.

Customer Service

- Develop harmonious relationships with all service providers and customers both internal and external.
- Treat all customers with professionalism and dignity.
- Promptly attend to customer enquiries in a courteous and effective manner.
- Work effectively as part of team to achieve excellent customer service.

Safety & Health

- Ensure that all accidents and significant incidents are properly and promptly reported to your Supervisor.
- Operate plant, equipment, appropriate devices and personal protective equipment in accordance with demonstrated safety procedures and correct instruction.
- Ensure required immunisations are obtained and/or up to date.
- Comply with the Workplace Health and Safety Act (2020) in safety and health instructions and by ensuring that personal safety, the workplace and that of others within the workplace is maintained.
- Act as Fire Warden under the proper training, for the section if required.
- Act as a First Aid Provider for the section if required and maintain current Senior First Aid Certificate.

6. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

7. Qualifications and Work Experience

Mandatory Requirements

- Hold a current WA "HR" class driver's licence or willing to obtain within first 3 months.
- Has required immunisations relevant to work activities (or willing to obtain).

Essential Requirements

- Demonstrated previous experience working in a workshop environment, including storekeeping experience.

- Knowledge of fleet and plant management, including scheduling.
- Sound knowledge in the operation and maintenance requirements of plant and equipment with the ability to read and understand diagrams and technical manuals.
- Ability to recognise and problem solve issues with machinery and equipment.
- Good time management skills.
- Computer literacy and able communicate in writing and verbally.
- Working knowledge of Work Health & Safety ACT 2020.

Desirable Requirements

- Liquefied Chlorine Gas certification, including Breathing Apparatus Operations
- Cardio Pulmonary Resuscitation certification