

Position Title	Apprentice Diesel Fitter		
Position No	10847		
Business Unit	Operations		
Group	Ops Support Services		
Work Location	Workshops		
Position Status	Maximum Term Full Time		
Classification Level	APT		
Employment Conditions	Gladstone Regional Council Certified Agreement Order – Apprentices’ and Trainees’ Wages and Conditions 2003		
Award	Training Wage Award – State 2012		
Reporting line	Team Leader Workshops	Position No	11256

PART A

POSITION'S PURPOSE

The purpose of this position is to support the Fleet Maintenance section by undertaking, to completion, Certificate III in Engineering - Mechanical Trade (Diesel Fitting) training, to repair, service and maintain Council's fleet of heavy earthmoving plant and heavy vehicle assets.

POSITION'S RESPONSIBILITIES

- Undertake all on-the-job and off-the-job training requirements necessary to successfully complete the trade qualification.
- Assist senior officers with servicing, preventative and general maintenance of all makes and models of fleet equipment.
- Perform repairs identified during recommended schedule services & preventative maintenance, as per competency assessed by the supervisor.
- Work with chemicals, fuel and oil products and take immediate action if spills occur.
- Ensure cargo and loads are securely restrained prior to transporting.

ESSENTIAL CRITERIA FOR EMPLOYMENT INTO THE ROLE

1. Completion of Senior Certificate.
2. Minimum sound achievement in Mathematics and English.
3. Time management skills to prioritise and complete tasks.
4. Communication and literacy skills to complete required paperwork.
5. Perform physical tasks on a daily basis.
6. Work Safely in the Construction Industry (White Card).
7. Legally able to drive a motor vehicle in Queensland.

MANDATORY COMPONENTS OF THE ROLE

Mandatory for the position at Council, and training will be provided if required.

1. Spill Kit Induction & Environmental Awareness.
2. Load Restraint and Secure Cargo Training.
3. Undertake formal training in accordance with the approved Training Contract.
4. Acquire and maintain current knowledge of the requirements and functions of employees and Council under the Local Government Act 2009.
5. Remain abreast of statutory requirements of the Work Health and Safety Act and Regulations 2011, Anti-Discrimination Act 1991, Information Privacy Act 2009 and Right to Information Act 2009 and any other state and federal legislation delegated to Council for enforcement and ensure precise application and continued organisational compliance.
6. Operate Council's corporate business systems.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position requires immunisation against Hepatitis A/B and Tetanus.

This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, lifting, working in confined spaces, and working at heights. Should the requirement to work in confined spaces be an essential component of this role,

the absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing apparatus.

ORGANISATIONAL RELATIONSHIPS and EXTENT OF AUTHORITY

- This position works under direct supervision.
- Work outcomes are monitored.
- Freedom to act limited by standards and procedures
- Solutions to problems found in established procedures and instructions, assistance readily available
- No scope for interpretation

PART B

KEY LEADERSHIP PERFORMANCE STANDARDS AND EXPECTATIONS

LEADERSHIP

- Promote and inspire others to share ownership of and contribute to Council's vision and goals.
- Role model Council's values; maintain confidentiality and always act in accordance with Council's Code of Conduct.
- Maintain strong and effective relationships across Council incorporating and strengthening collaborative and interdisciplinary teamwork.
- Take a proactive approach to the management of conflicts (and perceived conflicts) of interest for self.
- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Demonstrate a high degree of personal accountability and self-organisation and take responsibility for maintaining a working knowledge of all legislative and regulatory obligations of Council as they apply to the role.
- Keep abreast of legislation as recorded in position description and any other state and federal legislation delegated to Council for enforcement to ensure effective compliance in the areas of responsibility.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority relevant to the position.
- Promote a culture of high performance and support others to deliver operational objectives across Council.

HEALTH, SAFETY AND WELLBEING

- Ensure the work environment supports work health and safety (WHS) legislation and systems.
- Encourage, promote and ensure that work has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- Maximise awareness through participation in activities that promotes work health and safety continuous improvement throughout the organisation.
- Ensure you and your colleagues comply with the *Work Health and Safety Act 2011*, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into Councils safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.
- Ensure the organisation has work health and safety mechanisms in place that enable consultation and accountability on work health and safety matters.

VALUES AND ETHICS

- Model the highest standards of personal, professional and organisational values and behaviours and maintain a lawful, professional and ethical approach to decision-making and resource allocation
- Deliver open, honest, impartial (free from bias or conflict of interest) and constructive advice to Council.
- Ensure effective systems are in place to ensure Council compliance with legislative responsibilities and requirements.

MANAGE RESOURCES

- Effectively utilise financial, human and asset resources under your control to optimise Council performance.
- Comply with legislative and Council's financial and asset management requirements.
- Provide feedback on the efficiency and effectiveness of resource utilisation.
- Maintain professional networks to enable effective sharing of knowledge and information between Council and other agencies to improve community outcomes and maximise delivery efficiency.

SOCIAL RESPONSIBILITY

- Apply effective community and customer engagement and consultation processes.
- Ensure the work areas activities establish Council as a leader in environmental management.
- Monitor and act on community satisfaction with Council performance.

PART C: SIGN OFF

POSITION APPROVAL	
Approved by:	General Manager Operations
Revised Date:	September 2019

Performance standards for this position will be detailed in an individual bi-annual achievement review plan and may include Key Result Areas and/or Key Performance Indicators. This position description is subject to change from time to time to meet the requirements of Council's strategic direction.