



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Workshop Mechanic

Directorate	Infrastructure Services
Location	1C South Street Grenfell NSW 2810 (Depot)
Classification/Grade/Band	Band 2 Level 1, Grade 11
Permanent	38 Hour Week P1.4.355
Date position description approved	1 November 2023

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Buildings and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

Ensure workshop based and field maintenance and repair services for Council's plant and vehicle fleet is carried out efficiently and effectively.

Key accountabilities

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

- Complete minor/major periodic services for Council's fleet as determined. Road test plant and vehicles. Registration checks and completion when required.
- Obtain quotes and arrange work to be carried out by external specialists when necessary.
- Assist obtaining insurance quotes and insurance work when necessary.
- Maintain periodic schedules and records of servicing.
- Undertake breakdown repairs and adjustments in workshop or on work site.
- Monitor performance of plant and vehicles with operators, drivers and service providers.
- Service and repair Bushfire plant and equipment.
- Install and repair two-way radio equipment.
- Order parts, materials and equipment in consultation with the Workshop Supervisor.
- Ensure workshop housekeeping, maintain tools and equipment in clean and safe manner, tag out and test as required.
- Train apprentices as required, welding and fabrication as required.
- Participate in site risk assessments, toolbox talks, SWMS compliance and comply with all WHS requirements. Report incidents.

Key challenges

- Timely maintenance and repair of plant and vehicles to ensure desired availability.
- Technical currency and delivery.
- Effective, efficient and well-presented workshop at all times.

Key internal relationships

Who	Why
Works Coordinator, Director Infrastructure Services, Workshop Supervisor, Plant and Vehicle (including Trucks) Operators, Traffic Controllers, General Labourers, Human Resources and Finance staff, Storeperson.	Effective completion of required duty.

Key external relationships

Who	Why
Parts and material suppliers as well as equipment and vehicle suppliers. TAFE for apprentice training	Effective completion of job requirements

Key dimensions

Decision making

In accordance with the Delegations Register.

Completion of servicing requirements to required standards.

Reports to

Workshop Supervisor

Direct reports

One (1) – two (2) apprentices.

Estimated number of indirect reports

N/A

Essential requirements






- Trade qualifications in Light or Heavy Commercial Vehicle repair and maintenance.
- C Class Driver's Licence or above.
- Safety Induction (White) Card.
- Demonstrated experience.

Capabilities for the role

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	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

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 Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these