



Shire of Laverton Position Description

Position Overview

Position Title	Mechanical Trades Assistant/General Hand
Division	Technical Services
Reports to	Workshop Manager/Fitter
Position Classification	To be negotiated
Date Prepared	14 March 2019
Application Closing Date	4:00 pm Monday 01 April 2019

The Organisation

Located on the western edge of the Great Victorian Desert, situated 960 kilometres northeast of Perth, the Shire of Laverton is the western gateway to the Outback Way, "Australia's Longest Shortcut" which traverses Western Australia, Northern Territory and Queensland. The Shire of Laverton covers an area of 183,198km² and has a population of approximately 300 residents.

Its vision is:

"The Shire of Laverton will strive to work with the Community to fulfil their needs and support their aspirations while acting with fairness and demonstrating leadership".

To achieve this, the Shire is committed to ensuring a high performance culture which supports our strategic themes:

1. Proud, spirited, harmonious and connected community.
2. Prosperous local economy attracting businesses and people.
3. Revitalised, green, welcoming and safe natural and built environment.
4. A financially strong and knowledgeable Shire, leading an empowered community.

Primary Position Purpose

1. Provide support to the Workshop Manager/Fitter in his role maintaining the Shire's inventory of plant, machinery and facility.
2. Work cohesively with the Workshop Manager/Fitter to ensure best practices while productively maintaining plant and equipment in a fully operational state.
2. Complete tasks effectively and efficiently without compromising safety at all times.

Key Objectives

- To provide support to the Workshop Manager/Fitter in his capacity to maintaining the Shire's fleet.
- To work under limited supervision doing general duties as instructed by the Workshop Manager/Fitter.

Organisational Accountabilities

In line with the Shire's commitment to a high performance culture, it is expected that all staff demonstrate the desired organisational behaviours as they go about their role:

- Professional and customer-focused approach to work.
- Work as a team to deliver best outcomes for the community.
- Seek continual improvement in all aspects of roles and functions.

The Shire also expects staff to comply with its policies and procedures which relate to statutory requirements and our ways of working.

Roles and Responsibilities

- Works under the direction of the Workshop Manager/Fitter
- Take ownership of the task at hand to produce an outcome that you are proud of and proud to have others admire.
- Ability to be observant and identify problems and report all faults/issues to the Workshop Manager/Fitter
- Competently operate Shire plant and equipment in a safe manner within the machine's capacity and limitations.
- Completes other duties within the depot plus assisting with other duties within the Shire on a needs basis, as and when directed.
- Be accepting of the opportunity to be professionally trained in a variety of programs which will enhance your self-esteem and development for future employment possibilities within the Shire.

General

- Adhere to relevant Workplace Health & Safety policies and practices.
- Comply with conditions as set out in the Risk Management Policy.
- Provide a high level of customer service to internal and external clients.
- To undertake other duties on an ad hoc basis as directed by the Executive Manager Technical Services through the Workshop Manager/Fitter to support organisational outcomes.

Knowledge

- Knowledge of Workplace Health & Safety standards.
- Basic understanding of safe working procedures.
- Understand written and verbal instructions.
- Acknowledge the chain of command when dealing with all work related issues.

Skills

- Providing high productivity and being self-motivated
- Experience working in a small team to gain the desired outcomes.
- General life skills that lead to better work practices.

Abilities

- Maintain accurate time sheets and record daily work schedules.
- Developed level of time management and organisational skills.
- Developed problem solving skills, analytical thinking and attention to detail.
- Physically able to carry out manual tasks in a safe manner.

Other

- Willingness to live and work in a remote location.

Qualifications

- Mandatory to hold a Western Australian C Class Manual Driver's Licence

Please note, the successful applicant will be required to provide **copies** of all relevant accreditations, licences, tickets and personal attainments.

Stakeholders

Internal

- Executive Management Team
- Technical Services Team

External

- Public/Ratepayers
- Parts supply representatives
- Service and machinery providers

Extent of Authority

Operates under the direction and close guidance of the Workshop Manager/Fitter within the established Shire guidelines, procedures and policies, as well as statutory provisions of the *Local Government Act 1995* and other relevant legislation.

Key Selection Criteria

This section of the position description does not have to be addressed in writing at time of application. If you are given the opportunity to attend an in person or phone interview you may be asked questions in respect to those listed under “Essential” and “Desirable”

Essential

- Ability to follow verbal and written instructions.
- Ability to be highly motivated when working for lengthy periods with minimum supervision and have the ability to use your initiative.
- Be conscious of hazards, work proactively to provide a safe work environment for yourself and others.
- Ability to maintain time sheets and record daily work schedules.
- Developed problem solving skills, analytical thinking with attention to detail
- Hold a valid C class manual Western Australian Driver’s Licence.

Desirable

- Previous experience working in Local Government.
- Previous mechanical experience or experience working in a related industry.
- Western Australian HR, HC or higher class Driver’s Licence.
- Working knowledge of Occupational Health and Safety.

Employment Conditions

- A “Non-smoking” policy for Council’s building and plant has been implemented as well as a “Drug and Alcohol Policy” for the Workplace.
- A current police clearance (the cost for the clearance will be reimbursed by Council).
- A medical clearance and drug and alcohol test to be completed (cost covered by Council).
- While attending a Medical Assessment, it is your responsibility to disclose to the Medical Practitioner if you are suffering from or have a medical condition, ailment, allergy, physical disability or mental condition that prevents you from performing the duties under the conditions as described in this Position Description.
- The Shire’s Code of Conduct must be adhered to.