



Position Description – School Based Trainee Mechanic

Job Title School Based Trainee Mechanic	Reports To Workshop Supervisor	Supervisory Responsibilities Nil
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Applicable Award
Local Government (State) Award 2017

Overall purpose of the position
The School Based Trainee Mechanic will acquire skills through on the job training and TAFE study and apply those skills by assisting the workshop team with the maintenance and repair of Council’s fleet of vehicles and plant.

NOTE: Council does not guarantee continued employment beyond the completion of the traineeship.

Tasks and responsibilities
Study Certificate II – Automotive Servicing Technology through TAFE NSW.

Assist Council’s Apprentice Mechanics, Mechanics, Senior Mechanic and Workshop Supervisor with the following:

- Efficient repair of Council’s plant, vehicles and equipment.
- Effective maintenance of Council’s plant to ensure maximum availability.

- The inspection and testing of plant and equipment for safety and roadworthiness.
- Diagnose problems and effectively carry out mechanical repairs.
- Assist team members with requirements for parts and consumable items.
- Implement preventative maintenance programs for plant and vehicles.
- Maintain the workshop and adjoining facilities in a clean, safe and professional manner.
- Washing and cleaning of council plant and vehicles
- Identify and report any matter that may affect the safe operation, effective use, or future value of Council plant and equipment.
- Regular changing of tyres.
- Provide customer service to internal and external customers.
- Understand and implement Work Health and Safety requirements.
- Safely and legally operate plant and equipment, if licenced or ticketed to do so.

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- Effective written and oral communication skills.
- Demonstrated ability to work as part of a team.
- Demonstrated effective problem solving skills.
- Good understanding of safety in the workplace.
- Ability to keep accurate records.
- Genuine interest in the mechanical field.

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Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

Printed Name: _____

Signature: _____

Date: _____

Position: _____

Office Use Only

Prepared by:

Date:

Signature:

Position:

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