Shire of Cocos (Keeling) Islands

24 November 2026

VACANCY – MECHANICAL TRADES PERSON
(Permanent / Full-Time)

The Shire of Cocos (Keeling) Islands is seeking a motivated, reliable, and hands-on Mechanical Trades Person to support the maintenance of Council's fleet, plant, and equipment on West Island.

- Ensure the Shire's plant, fleet, machinery and equipment are maintained in a safe, reliable and operational condition, minimising downtime and disruption to service delivery.
- Undertake scheduled servicing, preventative maintenance, mechanical repairs and fault diagnosis across the Shire's heavy plant, vehicles, machinery and equipment.
- Develop and maintain a proactive servicing and preventative maintenance schedule for all plant and fleet assets.
- Ensure all servicing, maintenance and repair activities are accurately recorded in the Shire's Uniquo Asset Management System.
- Ensure the timely procurement of spare parts, lubricants and consumables, maintaining appropriate stock levels to minimise machinery downtime.
- Undertake regular inspections of plant and fleet assets to identify defects and potential mechanical issues before failures occur.
- Maintain a clean, safe and well-organised workshop at all times.
- Ensure all workshop tools and equipment are maintained in a safe and serviceable condition.
- Ensure all mechanical and maintenance activities comply with relevant Work Health and Safety requirements, manufacturer specifications and Shire policies and procedures.
- Provide technical advice regarding plant and fleet condition, maintenance requirements and asset replacement priorities.
- Liaise with operational staff and supervisors to coordinate servicing and repairs, minimising disruption to scheduled works.

- Provide mentoring, training and technical guidance to apprentices and other workshop personnel as required.
- Provide mechanical servicing and maintenance support across both Home Island and West Island as required.
- Ensure the appropriate storage, handling and disposal of oils, lubricants, chemicals and other workshop waste in accordance with environmental and safety requirements.

This is a newly created opportunity to join a team focused on delivering high-quality mechanical services to maintain the Shires fleet and plant.

Benefits include:

- Level 8 Salary as per Local Government Industry Award 2020
- Generous district allowance
- 5 weeks annual leave
- 12% Super + up to 5% matching scheme
- Annual leave airfare entitlement (as per policy)

How to Apply:

Submit your resume and a cover letter (max 2 pages) addressing:

- Trade Certificate in mechanical field
- Previous work-related experience
- Class 'C' licence – HR preferred
- Good planning and communication skills
- Good customer service skills
- Good reading and writing skills
- Basic computer skills and the ability to use appropriate application

Send applications (marked confidential) to:

Lanif Yakin
Email: lanif.yakin@cocos.wa.gov.au

Applications close:

Friday 11 December 2026 at 4:00pm (Cocos Time)

View the Position Description:
Shire of Cocos (Keeling) Islands - Employment Opportunities

Contact: Brian Wall – (08) 9162 6649 | brian.wall@cocos.wa.gov.au

Pre-employment medical and drug screening may apply. The Shire is an Equal Opportunity Employer – women are encouraged to apply.