SHIRE OF COCOS KEELING ISLANDS

MAJU PULU KITA | ADVANCE OUR ISLANDS

Position Description

Position	**Mechanic**
Section	**Infrastructure Services**
Award / Agreement	**Local Government Industry Award**
Classification (Level)	**Level 8**
Term of Employment	**Permanent**
Location	**Across all jurisdictions in the Shire of Cocos (Keeling) Islands**
Reports to	**Operations Coordinator**
Number of Direct Reports	**1**

The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance
General Purpose Funding
Law, Order and Public Safety
Health
Education & Welfare
Housing
Community Amenities
Recreation & Culture
Transport
Economic Services
Other Property & Services

Vision & Values

MAJU PULU KITA | ADVANCE OUR ISLANDS

SERVICE. Provide the best service we can. We serve the community and each other.
ACCOUNTABILITY. We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.
SUPPORT. We support our team and our community. Look for opportunities to help each other.
RESPECT. We respect and value others. Our interactions are always respectful towards others.
INTEGRITY. We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.
ACHIEVEMENT. Being Proactive and enabling the outcomes. Be creative and think outside the square.

Position Objective

The primary objective of this position is to provide a quality plant and equipment maintenance and repair service that meets industry standards in terms of cost and delivery times.

Primary Responsibilities

- 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.
- Carry out private works at the direction of the Infrastructure Manager.
- Carry out other tasks as required by the CEO or Infrastructure Manager that are within the skill ranges and qualifications of the incumbent.

Required Qualifications & Experience, Knowledge and Skills

- 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

Organisational Relationships

Reports to	Operations Coordinator
Supervises	Apprentice Mechanic,
Internal stakeholders / relationships	All Shire employees
External stakeholders / relationships	Cocos (Keeling) Islands community members

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Accountability and Extent of Authority

- Degree of Supervision Received: Works under the general and high-level supervision of the Operations Coordinator
- Degree of Control over Activity is governed by: Relevant Legislation including but not limited to the Local Government Act (WA)(CKI) 1995 and subsidiary legislation; Local Laws; Council Policies.
- Problem Solving as Part of the position by following: Manufacturers Specifications and Maintenance Manuals, Legislation, Policy and Procedures
- Degree of assistance: Readily available
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause

harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Work Health Safety Act 2020* and the *Work Health Safety Regulations 2020* at all times.

Risk Management
- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

Variations to Conditions of Employment
- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

Employee's Duties:

All employees have an important and responsible role in accident and injury prevention and will be encourage to participate in improving standards of workplace safety and health.
All employees have a duty of care to:

- Ensure their own safety and health at work;
- Avoid adversely affecting the safety or health of any person through any act or omission at work;
- Comply with instructions given by their employer for their own safety or health or for the safety or health of other persons;
- Use such protective clothing and equipment as is provided by their employer in a manner which they have been properly instructed to use it;
- Not misuse or damage any equipment provided in the interests of safety or health; and
- Report forthwith to their employer:
- Any situation at the workplace that they have reason to believe could constitute a hazard to any person and they cannot correct themselves; and
- Any injury or harm to health of which they are aware that arises in the course of, or in connection with, their work.

An employee shall cooperate with their employer in the carrying out of obligations imposed on them under the Act.

Supervising:

Staff who are responsible for supervision of one or more persons, have general duties under the occupational safety and health legislation to ensure the safety of others at the workplace. The role and responsibilities include:

- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- Provide such information, instruction, and training to, and supervision of, the employee as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate regarding the WHS management system;
- Apply WHS, relevant legislation and best practice, as applicable;
- Implement components of the WHS management systems as applicable to work area;
- Consult with the area Safety Representative and the Health, Safety and Injury Management Coordinator on WHS issues;
- Implement hazard identification, risk assessment and control; and
- Implement incident investigation, reporting and record keeping.

Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name .....
Employee Signature .....
Date .....

SHIRE OF COCOS KEELING ISLANDS

MAJU PULU KITA | ADVANCE OUR ISLANDS

Authorised By

Name .....

Signature .....

Position .....

Date .....

Shire of Cocos (Keeling) **Islands**
PO Box 1094 | Cocos (Keeling) Islands | Western Australia | 6799 T 08 91626649 F 08 9162 6668 E info@shire.cc W www.shire.cc