

Position Description

Position	Mechanical Trades Assistant
Section	Infrastructure Department
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	Level 4 to 5 (Depending on Experience)
Term of Employment	Permanent / Full-Time
Location	Home Island / West Island Depot
Reports to	Senior Mechanic
Number of Direct Reports	Nil

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

- To assist and support the Senior Mechanic with the maintenance of Council fleet, plant and machinery. All plant and machinery must be kept serviceable at all times. All work will be carried out relevant to Australian Safety Standards.
- To work with other crew members in a safe and secure manner that complies with the Work Health and Safety Act 2020 and Regulations

Primary Responsibilities

- Demonstrate a commitment to and advancement of the Shire's:

Vision: Working together to advance our Islands; and

Values:

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.

Respect

We respect and value others. Our interactions are always respectful towards others.

Support

We support our team and our community. Look for opportunities to help each other.

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.

- Assist in repair and maintenance of heavy-duty plant, light fleet vehicles, light machinery, minor and associated equipment to meet specified standards, timeframes and in the most cost-effective manner.
- Operate a range of hand and power tools.



- Perform routine maintenance on tools and equipment's.
- Entails maintaining a safe, orderly and clean work environment as well as making sure that all tools and equipment are in excellent enough condition to be used on a regular basis.
- To understand and ensure to follow directions as given by the manager/supervisor.
- Preserving a secure workplace by adhering to safety protocols and reporting potential hazards that may arise.

Required Knowledge & Skills

- Basic mechanical repair knowledge and understanding.
- Understanding the safe operation of equipment, machinery, hand and power tools.
- Ability to follow instructions and awareness of general safety practices and procedures in the workplace, including hazard identification and reporting.
- Effective communication and able to work effectively as part of a team.
- Being able to prioritise tasks and manage time effectively.
- A can-do attitude and willingness to learn.

Required Qualifications & Experience

- White Card Licence. (desirable)
- Current C Class Drivers' Licence. (desirable)
- Previous experience in a workshop or mechanical setting.
- Sound mechanical aptitude and awareness of workshop safety.

Organisational Relationships

Reports to	Senior Mechanic
Supervises	Nil
Internal stakeholders / relationships	Shire Officers / Staff
External stakeholders / relationships	Cocos (Keeling) Islands Community Members

Accountability and Extent of Authority

- Works under General Supervision
- 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

Work Health and 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 and Safety Act 2020* and the *Work Health and Safety Act Regulations* 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.



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 a fully comprehensive 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 _____

Authorised By
Name _____
Signature _____
Position _____
Date _____