

MECHANIC

POSITION DESCRIPTION

Position Title:	Mechanic
Responsible To:	Leading Hand, Mechanic
Council Portfolio	City Shaping
Council Program:	City Operations
Classification Level:	Metal - Mechanic

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environment leadership now and into the future.

Overview of Program

The City Operations Program ensures our City’s assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the Public Realm Program City of Adelaide (CoA) employees across all Portfolios and Programs
External	Members of the public / rate payers Contractors Service and parts providers

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Primary Purpose

As part of the City Operations Program the Mechanic will;

- Carry out service, repairs and maintenance to the CoA's Plant and Fleet in compliance with all Work Health and Safety procedures and relevant technical standards in a timely manner to maximise availability and minimise down time.
- Appropriately represent City Operations and Support the Work health and Safety vision, goals and objectives for CoA.
- Support the delivery of the Councils Business Plan.
- Liaise effectively with all customers and the public.

Responsibilities

The Mechanic is responsible for;

- The service, repair and maintain the Plant, Fleet and Equipment in compliance with all relevant standards and guidelines.
- Maintain plant, fleet and equipment in a safe condition.
- Follow established health and safety procedures, policy requirements and specific precautions in relation to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Ensuring that all records and paperwork associated with the position are accurate
- Assisting in monitoring all vehicles and plant entering and leaving the workshop both prior and post repairs thereby ensuring that all plant and fleet repairs are carried out to manufacturers specifications.
- Promoting and actively demonstrating Council's values and behaviours

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	Trade qualification – Mechanic. Current driver's license. MR license desirable.	Essential
People Management	Knowledge of employee and employer responsibilities under the Work Health and Safety Act and Regulations.	Essential
Financial Skills & Acumen	Knowledge of purchasing & procurement functions.	Essential
Technical Knowledge & Experience	Experience in the service and repair of Garbage Trucks and Road Sweeping Equipment with an excellent understanding of auto electrical principals. Must be able to read and interpret complex wiring diagrams, and design circuits. Experience in the associated work on a wide variety of Plant from Construction to Parks and Gardening equipment. All aspects of mechanical repairs and maintenance.	Essential
Innovation & Initiative	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning. Demonstrate understanding and proactively assist in the achievement of key Program Team activities and goals.	Essential
Customer Commitment & Integrity	Ability to successfully liaise and establish harmonious working relationships with a range of people and possess interpersonal skills that assist in gaining their cooperation and support.	Essential
Collaboration & Communication	Capacity to work independently with minimal direction and collaboratively in a team environment. Ability to communicate effectively with people at all levels.	Desirable
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance will be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Mechanic
Work Area	Public Realm
Physical Demand Rating	Medium Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting	✓			Driving vehicles, stools, working at ground level	Critical Range of Motion: Shoulder to 180° flexion. Lift Capacity: Up to 20kg. Push / Pull Force: Moderate to heavy force at times. Moving trolleys and equipment on wheels. Shift Duration: Various times. Environmental Factors: Air-conditioned workshop, some field work Task Rotation: Can change posture regularly. Some sustained awkward posture at times. PPE: Steel cap boots, hearing and eye protection. High visibility clothing and gloves as needed. Specific equipment required when using cutting equipment and other machinery.
Standing		✓		Varying periods, concrete surfaces mostly	
Walking		✓		Short distances mostly	
Climbing	✓			On / off vehicles (including trucks)	
Push / Pull	✓			Moderate to high force at times, using tools and equipment, fitting parts	
Squatting	✓			Accessing under vehicles and low postures and positions	
Gripping			✓	Power tools, hand tools, parts, equipment, components	
Forward Reach		✓		Repairs, accessing awkward locations when completing services and repairs.	
Lift	✓			Up to 20kg batteries, parts and equipment	
Carry	✓			Parts and equipment up to 20kg	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

The work role includes servicing and maintaining various cars, utility vehicles, council vehicles, trucks and other plant and equipment. Use of various hand tools, power tools, machinery and service equipment at the workshop and in the field.

The work involves at times:

- Sustained postures, i.e. standing, reaching above shoulder height, working low to the ground
- Sustained gripping and using hand tools, power tools and equipment
- Moderate to high push / pull force
- Sustained neck posture and repetitive movements

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- Fine motor gripping and dexterity for sustained periods

Manual Handling Functional Capacity:

- Lifting, carrying and holding up to 20kg to waist level
- Push force up to 20kgf
- Forceful gripping and handling
- Kneeling, squatting and accessing the ground repetitively
- reaching above shoulder height repetitively
- Climbing

Physical Work Demands include (but are not limited to):

- Vehicle and Truck Service (Medium Work)
- Driving a vehicle (Light Work)
- Working under vehicles Pit, hoist or ground (Light to Medium Work)
- Handling Spare Parts and Components (Light to Medium Work)
- Handling Vehicle Batteries (Medium Work)
- Ladder Usage (Light Work)
- Using a truck or vehicle jack (Medium Work)
- Wiring and Electrical Tasks (Light Work)

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.