



Position Description

Position Title:	Maintenance Team Member (Mechanic)
Department:	Assets and Infrastructure
Classification:	Local Government Employees Award - Level 7
Tenure:	Full time permanent
Key Network Relationships:	Operations Manager
Organisational Values	Employees of the Kingston District Council are working together to build the community through leadership, community involvement, commitment to service and continuous improvement. In performing their roles, Council employees will be committed to our organizational values: COMMUNITY: As a community, with our community, for our community. COURAGE: Empower leadership through creative innovation and informed, bold & confident decision making. RESPECT: Encourage an inclusive and supportive culture, acting with empathy, integrity & honesty in everything we do.

POSITION OVERVIEW

The Team Member Maintenance (Mechanic) is responsible to the Operations Manager for the monitoring and maintenance of Council's plant and machinery and the Common Wastewater Management System (CWMS). Prime responsibilities include:

1. Perform mechanical duties and maintain all council plant and equipment.
2. Monitor and maintain the operation of the Kingston Common Wastewater Management Scheme.
3. Provide weekly work plans to the Operations Manager and actively participate in planning and scheduling of future works.
4. Assist the Operations Manager with inspections and general maintenance of all council infrastructure.
5. Comply with Council's Work Health Safety Systems.
6. Provide a high standard of customer service to the community and visitors to the district and support internal teams.

OBJECTIVES AND RESPONSIBILITIES

Maintenance of Plant and Equipment

Objective: To perform mechanical duties and maintain all Council plant and equipment

Key Responsibilities:

1. To perform mechanical work on all Council plant and equipment including light vehicles, small plant and equipment, lawn mowers, chainsaws, etc.
 2. To maintain maintenance records and schedules for all plant and equipment.
 3. To carry out machinery inspections and assessments.
 4. To carry out minor repairs on various infrastructure, which may include light fabrication and welding.
 5. To manage stock requirements, ie, lubricants, parts, consumables.
 6. Monitor and report weekly on maintenance scheduling of plant and equipment.
 7. Communicate and work with staff, Team Leaders, and Operations Manager at toolbox meetings regarding plant and equipment availability.
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Community Wastewater Management System

Objective: To monitor and maintain the operation of the Kingston Community Wastewater Management System (CWMS)

Key Responsibilities:

1. Day to day maintenance and monitoring of the CWMS.
2. To carry out all necessary repairs and asset replacement under the direction of the Operations Manager.
3. To maintain operational records as required (including end of month readings).
4. Liaise and engage with third parties and contractors to assist with the ongoing maintenance and operation of the CWMS.
5. Be available for emergency call outs relating to CWMS infrastructure.
6. Preparation of system for water samples for testing to perform routine chlorine residual tests and liaise with engineering contractors for collection.
7. Monitor chlorine levels weekly.
8. Monitor and record pond levels and work with Team Leader Community Facilities regarding irrigation levels.

Maintenance of Council Infrastructure

Objective: To assist the Operations Manager with inspections and general maintenance of all Council infrastructure.

Key Responsibilities:

1. Under the direction of the Operations Manager, undertake inspections and maintenance of Council's infrastructure, including but not limited to jetty, breakwaters, boat ramp, floating pontoons, bridges and walkways.

Work Health and Safety

Objective: To comply with Council's Work Health Safety Systems

Key Responsibilities:

1. Ensure your own personal health and safety and that of others in the workplace.
 2. Participate in the identification and control of risks/hazards.
 3. Ensure adherence to WHS policies and procedures.
 4. Participate in the development and review of WHS documentation including WHS procedures, Risk Assessments, SWMS, JSA's and SOP's as required.
 5. Active participation in daily toolbox meetings and staff meetings
 6. Ensure that all relevant WHS documentation is completed within required timeframes, with attention to accuracy and detail.
 7. Ensure the securing of all tools, adequate load restraint and maximum towing capacity provisions of light vehicles are met.
 8. To comply with any reasonable directions given by management for health and safety.
 9. Participate in training as required.
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Customer Service

Objective: Provide a high standard of customer service to the community and visitors to the district and support of internal teams.

Key Responsibilities:

1. Provide quality customer service when dealing with the public.
2. Provide quality internal customer service that supports internal teams.

General duties

Objective: To participate in the development of a multi-skilled and adaptable workforce through the undertaking of duties and tasks across the Infrastructure and Operations Department, commensurate with the classification of this position and the incumbent's abilities and skills.

Provide weekly work plans to the Operations Manager and actively participate in planning and scheduling of future works.

Key Responsibilities:

1. To assist council team members as and when required in other areas of council operations including, but not limited to, operation of plant, community facilities and community events.
2. Prepare weekly work plans to ensure efficient and effective use of resources and maintain regular communication with the Operations Manager, Team Leaders and Infrastructure and Operations team members.
3. Ensure adequate records are kept in relation to the maintenance of plant and equipment and the CWMS.

ORGANISATIONAL COMMITMENTS

1. Demonstrate and uphold the principles of good conduct and standards of behavior as defined within the Employee Behavioural Standards.
 2. Follow all defined organisational systems, policies and procedures.
 3. To take responsibility for one's own health and safety while in the workplace, ensure your actions do not adversely affect the health and safety of others and comply with WHS Policies, Procedures and any reasonable instruction given.
 4. Respect the principles of confidentiality and ensure that no confidential information acquired as a result of your position with the Council is divulged to any other person.
 5. Effectively contribute to change processes and improvements to work practices in a constructive and productive way.
 6. Undertake duties in a manner that promotes cooperation and good relationships within Council.
 7. Participation with own work group and other employees is supportive, efficient and effective with the primary goal being to help Council achieve its strategic objectives.
 8. Take pride in your role with Council and respect Council's position in the community.
 9. Actively participate in employee Performance & Development Review.
 10. Commitment to ongoing personal and professional development training.
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CORE COMPETENCIES

Essential

- Qualified mechanic (light or heavy) with demonstrated experience.
- Current HR licence or willingness to obtain licence.
- Experience in compliance with workplace Work Health Safety systems/requirements.
- Good problem-solving skills.
- Good communication skills with the ability to liaise with other staff members and the general public.
- Ability to prioritise work and carry out duties in an effective manner.
- A high degree of self-motivation and the ability to work with limited direction.
- Hepatitis vaccination or willingness to obtain vaccination status.

Desirable: Applicant may not have these but must be prepared to be trained as required.

- Experience with monitoring and maintenance of Community Wastewater Management Systems.
- Load shifting ticket.
- Ability to operate a range of equipment and light plant.
- Boat licence.

ACKNOWLEDGEMENT OF POSITION REQUIREMENTS

Signed:.....
Employee

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Date

Approved:.....
Operations Manager

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Date

Signed:.....
Director Infrastructure & Operations

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Date

