

Job Application Form – Mechanic

Human Resources



Enquiries: 1300 790 919

Address: PO Box 2292, YEPPOON QLD 4703

www.livingstone.qld.gov.au

PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purposes outlined in the Job Application Collection Notice which is a part of the Application Kit. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Please complete this Form ensuring that you answer ALL questions and attach it to your resume.

Position Applying For:	Mechanic – 3548	
Surname:		
First Name[s]:		
Preferred Name:		
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Home Address:	Street:	
	Town/City:	
	State:	Postcode:
	Country (if not Australia):	
Postal Address: [if different]		
Email Address:		
Contact Telephone:	Home:	Work:
	Mobile:	
What is the best method of contacting you?	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email	
How did you find out about this position:	<input type="checkbox"/> Council's Internet website	<input type="checkbox"/> Word of Mouth
	<input type="checkbox"/> The LG Job Directory	<input type="checkbox"/> Facebook
	<input type="checkbox"/> Seek	<input type="checkbox"/> Other <i>[please specify]</i> _____
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, do you have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a current LSC Employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been previously employed with Local Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Which Council have you previously worked for? _____	

Employment Details

Most Recent Employer:

Employment Dates:

Role/Duties:

Reason for Leaving:

Previous Employer:

Employment Dates:

Role/Duties:

Reason for Leaving:

Previous Employer:

Employment Dates:

Role/Duties:

Reason for Leaving:

Previous Employer:

Employment Dates:

Role/Duties:

Reason for Leaving:

SC1: Please tick to indicate you possess the following mandatory qualifications and licences:

- Recognised trade qualifications as a Motor Mechanic/Heavy Vehicle Mechanic.
- Possess and maintain a current "HR" Class motor vehicle driver's licence.

Please includes copies with your application.

SC 2: Please detail below your experience in the repair, maintenance and servicing of small plant and equipment, light vehicles, heavy and commercial vehicles and earthmoving equipment.

SC 3: Please describe your experience with diagnostics on electronic, hydraulic and/or pneumatic systems.

SC 4: Please list Work, Health and Safety practices you believe are relevant to this position.

Please advise of any other certificates/tickets you may have:

- Excavator
- Skid Steer
- Backhoe
- Forklift
- Front End Loader
- Working at Heights
- Overhead Gantry Crane
- Confined Spaces / breathing apparatus
- First Aid
- Basic Welding and cutting skills

Referees (must be previous employers):

Name:

Name:

Organisation:

Organisation:

Contact Details:

Contact Details:

Do you acknowledge and agree to the collection and disclosure of your personal information, as outlined in the “Job Application Collection Notice”, which is a part of the Application kit?

Yes

No

PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT YOUR CONSENT



Mechanic

POSITION DESCRIPTION

Position Number:	3548
Portfolio:	Office of the CEO
Business Unit:	Finance and Governance
Team:	Asset Management
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream C) Level C8
Reports To:	Supervisor Fleet
Revised:	September 2023

General Position Statement:

This position supports Council's direction by undertaking repairs and maintenance on a wide variety of Council vehicles, plant and machinery in a professional manner both individually and as part of a multi-disciplined team.

Specific Responsibilities:

This position has the following responsibilities:

1. Maintain, repair and service a wide range of equipment including small plant and equipment, light vehicles, heavy and commercial vehicles and earth moving equipment.
2. Install, repair, maintain, test and modify complex plant and equipment that utilises hydraulic, pneumatic or electrical control systems.
3. Design and fabrication of minor non-engineered items.
4. Diagnose, maintain and repair automotive air-conditioning systems, brake systems, transmission and final drive systems, including truck manual and automatic transmissions.
5. Undertake non-trade tasks incidental to work.
6. Provide information, both written and verbal, of work done for asset management history recording.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.



8. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
9. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Relevant experience in the repair, maintenance and servicing of small plant and equipment, light vehicles, heavy and commercial vehicles and earthmoving equipment which involves the calibration, fault finding and repair/overhaul in both workshop and field service environments.
2. Ability to install, repair, maintain, test, modify, commission and fault find on complex plant and equipment that utilises hydraulic and/or pneumatic systems, including the interpretation of system diagrams and manuals.
3. Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
4. Sound knowledge of work practices and policies relevant to the unit.
5. Sound level of numeracy and literacy in order to read and carry out instructions and make simple reports.

Mandatory Qualifications, Licences and Experience

1. Recognised trade qualifications as a Motor Mechanic/Heavy Vehicle Mechanic.
2. Possess and maintain a current "HR" Class motor vehicle drivers licence.

Desirable Qualifications, Licences and Experience

1. Basic welding and cutting skills.
2. Occupational licences or experience with skid steer, backhoe/front-end loader, forklift .
3. Construction Industry Induction (White Card).
4. Possess a current Refrigerant Handling Licence.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.



3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in a workshop environment and at onsite locations
2. Ability to legally operate a motor vehicle under a "HR" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to undertake an assessment to verify competency to operate plant, vehicles and/or machinery relevant to the role.
7. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
8. While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.
9. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".
10. During the course of normal duties the incumbent may be required to perform:
 - Constant dynamic standing/walking;
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Frequent bilateral forward reaching;
 - Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
 - Repetitive and sustained bending and stooped positions;
 - Working in awkward postures, and occasionally in confined spaces;



- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.


Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Financial Officer
Signature:	
Date:	07/09/2023
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.