

Position Description

Heavy Plant Mechanic

Division	Infrastructure & Assets
Business Unit	Maintenance Delivery
Position Number	473002 473004
Location	Council Works Depot, Yass
Award Band	Administrative/Technical/Trades Band 2, Level 1
Salary Grade	Grade 9
Remuneration	Entry \$63,752.00 to Step 3 \$68,852.16 per annum plus 11.5% Superannuation.
Conditions	Adverse Working Conditions Allowance Tool Allowance (payable where the employee supplies their own tools)
Date position description approved	24 March 2021

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Heavy Plant Mechanic is located within the Workshop team.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Staff Values



Primary Purpose of the Position

Undertake effective maintenance and repair of Council's fleet and plant assets.

Key Accountabilities

- Perform maintenance tasks including inspection and servicing of heavy plant and equipment, trucks and light vehicles with minimum disruption to works and construction activities.
- Assist in the daily activities in Councils' workshop.
- Receive jobs and ensure full understanding of job requirements.
- Perform fault diagnosis and obtain parts and materials required to effect repairs.
- Report any major faults or anticipated faults or breakdowns to management.
- Complete and maintain accurate service and administrative records in compliance with corporate record keeping requirements.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Planning of daily work schedules in accordance with designated maintenance program.

Key Internal Relationships

Who	Why
Supervisor Workshop	Receive direction and support, provide advice and exchange information
All other staff	Foster team work and cooperation

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in

accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Supervisor Workshop

Essential Requirements

- Trade qualified Heavy Plant Mechanic with a minimum of two years demonstrated experience working with heavy plant.
- Sound knowledge of mechanical systems for larger trucks and heavy earthmoving equipment.
- Construction Induction (White) Card.
- HR drivers licence or the ability to obtain prior to commencement.

Approval History

Stage	Date	Comment	MagiQ Reference
Revised	24 March 2021		7946
Updated	June 2024	Award salary increase 2024/25	

Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets