

POSITION:	Diesel Fitter/ Mechanic
AWARD CLASSIFICATION:	Level 7 – LGIA State 2017 (Stream B)
REPORTS TO:	Fleet Supervisor
DEPARTMENT:	Finance

OUR VISION	OUR PURPOSE
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Vibrant, resilient and inclusive communities that value their heritage, prioritise safety, embrace innovation and work together for a sustainable future

Making a difference by listening and delivering outcomes for our communities

OUR VALUES

INTEGRITY:	Upholding public trust by being accountable for our actions and delivering on our commitments
SAFETY:	Prioritising the health, wellbeing, and safety of our staff, communities and environment
COLLABORATION:	Working together and with the community to achieve shared goals
INCLUSIVITY:	Respecting and embracing diversity in all its forms – culture, background, ability and ideas
EFFICIENCY:	Using resources responsibly and striving for continuous improvement in our processes

PURPOSE

This position involves repair and maintenance to plant and equipment within the scope of current qualifications and experience.

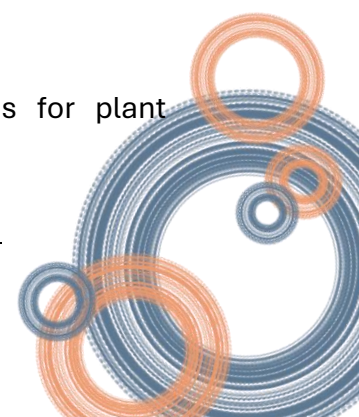
Main duties are to ensure that fixed/mobile plant and equipment owned and/or operated by the Blackall-Tambo Regional Council is maintained in a safe, cost effective and operational manner.

RESPONSIBILITIES AND DUTIES

- Perform maintenance tasks including inspection, servicing, repair and overhaul of fixed plant, pumps, road making, earthmoving machinery and other mobile equipment as required and within experience and skill level;
- Prompt reporting to supervisor of any difficulties encountered requiring remedial actions to the Fleet Supervisor;
- Being physically capable of undertaking heavy maintenance tasks;
- Assist with the implementation of preventative maintenance practices and procedures on all plant items.
- Maintain accurate and appropriate plant maintenance records;
- Participate in continuous improvement processes, consistent with the principles of quality and customer service;
- Ability to manage time, cost and quality of maintenance on individual plant items;
- Carry out all servicing and maintenance of a routine nature as authorised by the Fleet Supervisor;
- Authority to stand down plant which is deemed to be unsafe;
- Undertake general labouring and cleaning duties as required and directed;
- Ensure that Council's tools and equipment are stored and locked in a designated area with the management of a sign out and return system.
- Ensure that machinery and plant are kept in good working order, and are used in accordance with the operator's manual, Council guidelines and relevant legislation;
- Perform assigned tasks as an individual or as part of a team in an efficient and professional manner having respect for: colleagues and other Council staff; ratepayers and members of the general public; Council plant, tools, equipment and machinery; externally hired plant, tools, equipment and machinery; and external contractor's materials;
- Complete daily timesheets and other relevant documents as required by established or new Council procedures, recording work completed and maintenance undertaken, including consumables and parts used, in an accurate and comprehensive manner;
- Other associated duties as required and directed by the Fleet Supervisor.

SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Trade Qualification – Mechanical Engineering.
- Construction Induction (White Card).
- HR and Forklift License preferred.
- Proven ability to work within a team based environment.
- Ability to work unsupervised and to follow detailed instructions.
- Commitment to Safe Work Practices.
- Full licences and accreditations with relevant governing bodies for plant operations and specialised tasks.



WORKPLACE PROTOCOL

- If illness occurs, staff should phone their immediate supervisor preferably half an hour prior to the day's start.
- All works areas are to be kept in a clean and tidy manner.
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.
- Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licensed or competent.
- The Fleet Supervisor shall be informed within two working days upon loss, suspension, or expiry of any work-related licence.

AUTHORITY

The employee has authority to adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council and to operate within the scope of legislative requirements.

All contact with members of the public, government agencies, other internal and external clients and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.

WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures, and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and surrounding environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time, and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer.
- Comply with the **health and safety duties and Duty of Care** requirements as specified
Within the *Work Health & Safety Act 2011, Part 2*.
- Timely reporting all accidents, incidents, minor injuries, near misses and property damage



(Within 24 hours) and assisting if required, with the investigation of all incidents in the workplace.

- A worker whose role requires the use of Personal Protective Equipment (PPE) will be provided the PPE by the Employer. After proper instruction on the use and care of the PPE the worker MUST wear and/or use the PPE supplied.
- Not to wilfully or recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself.
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items.
- Performing all work and associated functions in a safe, efficient, and effective manner.
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assist, or participate in carrying out risk assessments on identified hazards.
- Identify hazards, conduct risk assessments, and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace.
- To report hazards and risks in accordance with WH&S procedures.
- Establish and maintain a high standard of housekeeping within your individual work area(s) and within the Blackall-Tambo Regional Council's areas of responsibilities.
- Attend all toolbox, team talks and specific training (e.g., Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council.
- Be familiar with the location of first aid kits, fire protection facilities and evacuation procedures.
- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council's Workplace Health & Safety Officer.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- **Physical Demands**
 - Heavy Work (Frequent lifting/ carrying of objects weighing up to 20kgs)
- **Audio Visual Demands**
 - Peripheral Vision and Hearing
- **Specific Actions**
 - Standing/ Walking (4-6 Hours)
 - Sitting (Occasional)
 - Driving (1-4 Hours)
- **Repetitive Motions**
 - Simple Grasping
 - Fine Manipulation
 - Pushing & Pulling
 - Finger Dexterity
 - Foot Movement



- Bending
- Squatting
- Climbing
- Twisting
- Reaching
- **Work Environment**
 - Chemicals
 - Cold
 - Dampness
 - Heat/ Humidity
 - Noise

PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under the terms and conditions of employment by the Blackall-Tambo Regional Council and specifically within your performance agreement.

Authority:	CEO
Signature:	
Date:	05.01.2026
Employee Name:	
Employee Signature:	
Date:	

“Exploring the past, Innovating the future”

