



SHIRE OF PERENJORI

Plant Mechanic

INFORMATION FOR CANDIDATES

January 2019

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Shire of Perenjori – Plant Mechanic

1. ADVERTISEMENT



SHIRE OF PERENJORI POSITION VACANT Plant Mechanic

The Shire of Perenjori is seeking the services of a highly motivated Mechanic to work within the Shires works department. The successful applicant must hold a current “C” and “HR” class driver’s licence as minimum, Relevant Trade Certificates, white card and current Police Clearance essential. A satisfactory pre-placement medical including a nil drug and alcohol reading is a condition of employment to offer a safe drug free working environment. A salary package of up to \$94,000 will be offered to the successful applicant.

To obtain a position description and further information please visit the Shire of Perenjori’s website – www.perenjori.wa.gov.au or contact **Ken Markham on 0427731002 or 99730100.**

A Resume and cover letter are to be included in all applications. Applications are to be emailed to ea@perenjori.wa.gov.au, handed to the Shire Administration office or posted to Po Box 22, Perenjori WA 6620.

Applications close 4.00 pm Thursday 31st January 2019.

Pascoe Durtanovich
Acting Chief Executive Officer

Shire of Perenjori – Plant Mechanic

2. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Perenjori is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files.

Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Late Applications

Ensure your application is received prior to the closing date and time, as late applications may not be considered.

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Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical

The successful applicant is required to undertake a pre-employment medical examination including a nil drug and alcohol reading prior to commencement at the Council's expense.

Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

Chief Executive Officer

Shire of Perenjori

PO Box 22

PERENJORI WA 6620

Further Information

Should you require further information about the position, please contact the Manager Infrastructure Services, Mr Ken Markham on 0427731002 or mis@perenjori.wa.gov.au

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3. REMUNERATION

The position of Plant Mechanic will be paid in accordance with the Metal Trades (General) Award and the Shire of Perenjori EBA 2015. Sick leave, long service leave and other benefits or conditions in the Local Government Industry Award 2010 are included in the package.

The package includes an hourly rate of \$35.36-\$37.95 with some opportunity for overtime plus superannuation and housing allowance.

4. POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Title:	Shire Mechanic
Full time:	9 day fortnight/ 81 hours
Tenure	Commence with 3 month probation
Salary Package	Up to \$94,000
Responsible to	Manager Infrastructure Services

2. POSITION OBJECTIVES

To maintain a high performance of work by implementing improved methods of service and repairs and at all times retain and reflect the integrity of Council.

3. KEY RESPONSIBILITY AREAS

- To ensure that all plant vehicles and equipment are maintained in a safe and operational condition having regard to the requirements of the Occupational Health and Safety Regulations.
- To carry out necessary repairs both in the workshop and in the field to plant, vehicles and equipment that breakdown. It is expected the Mechanic will be able to repair tubeless tyres on both light vehicles and plant.
- To establish a written service and maintenance programme for all plant vehicles and equipment and liaise with the Manager Infrastructure Services about availability of plant for services.
- To ensure that all staff responsible for items of plant vehicles and equipment are aware of the daily maintenance programme to be carried out on that item.
- To ensure emergency vehicles (including two fire trucks) are maintained and operational at all times.
- To ensure that the workshop and surrounds are maintained in a clean and tidy state and that the safety requirements of the Occupational Health and Safety Regulations are adhered to by staff while in the workshop and office, especially relating to personal protection (e.g. hearing and eye protection and no smoking

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policy). The Mechanic will be responsible for making sure that safety equipment is readily available.

- To order all parts and equipment required to carry out necessary repairs to plant vehicles and equipment and to liaise with Manager Infrastructure Services to ensure pricing of major parts are under proper financial control.
- To ensure all Parts and Equipment Store is kept in a clean and tidy state and that all parts and equipment shelves are marked clearly and an up to day inventory is kept.
- To ensure that an adequate supply of commonly used parts (e.g. filters, fuses) are kept on hand for all items of plant vehicles and equipment.
- Maintain Fuel and Oil stocks in Shire Depot, to ensure all plant is operational at all times.
- To ensure that tyres on all plant vehicles and equipment are maintained in a condition to ensure safe operation.
- To ensure that all tools and equipment belonging to the Shire are marked and kept in the proper storage position and to advise the Manager Infrastructure Services of any tools that should be replaced.
- Maintain records via computer and workshop manuals and prepare monthly service and maintenance reports on all plant, vehicles and equipment for presentation to Council. It would be definite advantage to have good basic skills in computer (Word), and e-mailing. It is expected that only sufficient time will be spent in the workshop office to implement the above items, as the main objective will be total plant care.
- Prepare quarterly computerised Plant Reports for presentation to Council.
- Carry out any specific investigations and other appropriate duties as directed by the Manager Infrastructure Services as required.
- To liaise with the Manager Infrastructure Services with regard to major expenditure of repair works. Also to follow up on warranty compliances on all relevant plant, vehicles.
- Provide information to the Manager Infrastructure Services on operators care and maintenance of Plant and Equipment.
- Occasional assistance when no mechanical work is required, in other areas: roads, building maintenance, parks and gardens and labouring type work as directed by the Manager Infrastructure Services. It is expected that all mechanical work will be carried out by the Shire Mechanic and only certain major repairs to be farmed out to other sources.

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6. SELECTION CRITERIA

Essential

1. Certificate in Diesel Mechanics (Heavy Duty)
2. Trade Certificate in Automotive Mechanics
3. Welding qualifications and experience
4. Automotive electric's qualifications
5. HR licence essential

Desirable

1. HC licence is highly desirable.
2. Automotive air conditioning qualifications and/or experience