



Blackall-Tambo **Regional Council**

Diesel Fitter/Mechanic - Blackall

- **Trade Certificate Required**
- **Construction Induction (White Card) Required**
- **MR Licence Preferred**
- **Generous above award wages**

Blackall-Tambo Regional Council is seeking a dynamic, self-motivated person with excellent trade skills to join the Blackall Workshop as a Diesel Fitter/ Mechanic.

The successful applicant will ensure that fixed and mobile plant and equipment; owned and operated by the Blackall-Tambo Regional Council is maintained in a safe and cost effective manner.

Council is keen to recruit a Diesel Fitter who has:-

- Certificate III Mechanical Engineering – Diesel Fitting or equivalent;
- High level of self-motivation, initiative and the ability to work unsupervised;
- Ability and willingness to supervise apprentices;

The successful applicant will have a strong commitment to the development of first class fleet maintenance and the progression of a well-run workshop.

A job application and position description can be found on Council's website; www.btrc.qld.gov.au or obtained by contacting Jodie Richardson via email at JodieR@btrc.qld.gov.au

Application forms should be submitted in a sealed envelope marked:

Private and Confidential
Attention: Group Manager
People, Culture & Safety
Blackall-Tambo Regional Council
PO Box 21
BLACKALL QLD 4472

Applications close: Thursday 27th February 2025 at 1.00pm

"Blackall-Tambo Regional Council is an Equal Employment Opportunity Employer"



Blackall-Tambo

Regional Council

POSITION DESCRIPTION

POSITION:	Diesel Fitter/Mechanic
AWARD CLASSIFICATION:	LGIA – (LGIA - LGE L7 Stream B)
REPORTS TO:	As per Blackall-Tambo Regional Council Organisational Structure

1. 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.

2. 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;
- Assist in fault diagnosis and rectifications to mechanical equipment and assess part and materials required to effect repairs;
- Prompt reporting to supervisor of any difficulties encountered requiring remedial actions to the Workshop Coordinator;
- 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 Workshop Coordinator;
- 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.

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Trade Qualification – Mechanical Engineering.
- Construction Induction (White Card).
- HR License preferred.
- Proven ability to work within a team based environment.
- Ability to work unsupervised and to follow detailed instructions.
- Working knowledge and proven commitment to Workplace Health & Safety.
- Full licences and accreditations with relevant governing bodies for plant operations and specialised tasks.

4. AUTHORITY

The employee has authority to work within and adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council 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.

1. PHYSICAL REQUIREMENTS

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/ carrying of objects weighing up to 5kgs.
- Medium work – Frequent lifting/ carrying of objects weighing up to 10kgs.
- Heavy work – Frequent lifting/ carrying of objects weighing up to 20kgs.

Audio Visual Demands

- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

Standing/ Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Work Environment

Attribute

Yes

No

Chemicals

Cold

Dampness

Fumes/ Gases

Heat/ Humidity

Heights

Noise

Repetitive Motions

Simple Grasping Fine Manipulation Pushing & Pulling
 Finger Dexterity Foot Movement

This job will require the following;

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. 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;
- For a worker to use the PPE (Personal Protective Equipment) provided by the Employer after proper instruction in its use;
- 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 generally 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.

3. PERFORMANCE INDICATORS

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

Employee Name: _____
Employee Signature: _____
Date: _____
Chief Executive Officer Name: _____
Signature: _____
Date: _____