

# Position Description

## Heavy Duty Plant Mechanic

### Position Details

<b>Position Title</b>	Heavy Duty Plant Mechanic
<b>Classification</b>	EMRC Remuneration Band – Level 7
<b>Position Number</b>	A0175A
<b>Basis of Employment</b>	Full Time
<b>Team Name</b>	Operations – Hazelmere Resource Recovery Park

### Position Objectives

#### Key Objectives of Position

- To undertake preventative maintenance, servicing and repairs of landfill plant and equipment to manufacturers specifications.
- To provide a quality service for the maintenance and enhancement of EMRC plant assets.

### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Key Duties/Responsibilities

### Position Responsibilities

- Undertake the servicing and repairs to all Hazelmere Resource Recovery Park mechanical plant and equipment, light vehicles, trucks, excavators, loaders, Haas grinder and generators or any other site equipment/plant items not mentioned.
- Service and maintain various hydraulic and diesel equipment.
- Service and maintain small plant including petrol and diesel powered pumps.
- Maintain accurate and up-to-date service records.
- Order parts and maintain workshop stock at appropriate levels.
- Maintain an accurate and up-to-date tyre register.
- Carry out a quarterly workshop consumables and asset reconciliation.

### Occupational Safety and Health (OS&H) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

### Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

### Position Requirements

#### Competencies

- Demonstrated knowledge of mechanical servicing and repairs of heavy and light plant.
- Demonstrated basic welding skills.
- Sound knowledge of safe work practices and procedures in a workshop environment.

- Effective time management skills with the ability to prioritise work tasks.
- Effective communication and interpersonal skills.
- Ability to work independently and as an effective team member.

**Experience**

- Previous experience with heavy and light plant repairs and servicing.
- Previous experience with the use of oxy-acetylene cutting.
- Supervisory experience.

**Qualifications**

- Trade Certificate in Heavy Duty Mechanics or equivalent.
- Current and valid WA HR Driver’s License (or equivalent).
- Current Senior First Aid Certificate is desirable.

**Organisational Relationships**

<b>Responsible to</b>	A0168A – Works Coordinator – Hazelmere Resource Recovery Park	
<b>Supervision of</b>	N/A	
<b>Internal and External Liaison</b>	<b>Internal</b>	All EMRC Management and Employees
	<b>External</b>	Member Council employees Members of the general public Schools, educational institutions and research organisations Environmental community, not for profit and industry groups Relevant State and Federal Government departments and agencies Professional associations and communities of practice Suppliers, contractors and consultants

**Extent of Authority**

- This position operates under direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

**Selection Criteria**

**Essential**

- Previous experience with heavy and light plant repairs and servicing.
- Previous experience with the use of oxy-acetylene cutting.
- Supervisory experience.
- Trade Certificate in Heavy Duty Mechanics or equivalent.
- Current and valid WA HR Driver’s License (or equivalent).
- Current National Police Clearance (no older than 3 months).

**Desirable**

- Current Senior First Aid Certificate is desirable.

**Incumbent Undertaking**

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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<b>Date Last Reviewed</b>	February 2021
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Senior HR Advisor
<b>Approved</b>	Manager Human Resources