

POSITION TITLE	Apprentice Diesel Fitter
DEPARTMENT	Infrastructure Services
GROUP	Technical Services
LOCATION	Kowa Street Depot Mareeba
CLASSIFICATION / LEVEL	Apprentice Wages Apply
REPORTS TO	Foreperson Workshop

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department groups include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

Position Summary

Under the direction of the Workshop Foreperson, our Apprentice Diesel Fitter is responsible for assisting qualified trade staff in the servicing, maintenance and repair of heavy earthmoving equipment, light vehicles, small motor plant and any other asset owned and operated by Council, while completing the requirements for a Certificate III in Engineering (Mechanical Trade) over a four (4) year period.

The role involves physically demanding work to be undertaken in a hot and humid climate on a daily basis. As such our Apprentice Diesel Fitter will need to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks. There is a requirement to maintain weight at or below the Safe Working Load (SWL) limit for the seat of the machinery and equipment the position is required to operate.

The position may be required to assist with after-hours work and callouts as needed.

Key Responsibilities

- Assist with programmed maintenance of Council heavy machinery and plant, vehicles and small plant to ensure assets are maintained at a level that will maximise operational efficiency in the workplace
- Under the direction of qualified trade staff, undertake repairs to trucks and earthmoving plant, including diagnosis and fault finding as well as reporting of mechanical conditions to the Workshop Foreperson
- Under the direction of qualified trade staff, undertake minor (non-structural) fabrication and repair work with the use of both electric and gas-powered welding units
- Assist with the repair and maintenance of any Council owned assets which may include but is not limited to sewerage treatment plant, landfill sites and water treatment plant
- Work overtime at short notice and assist other work groups with repairs and maintenance of Council owned and operated assets

- Undertake work anywhere within the Mareeba Shire boundaries, including participation in callouts and work which may require an overnight stay in Council accommodation and/or rough camp as required
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Sound numeracy and literacy skills
- Effective written and verbal communication skills
- Ability to contribute and work within a team environment
- Sound knowledge of mechanical type duties
- Knowledge and practical experience in the use of electric/air operated power tools
- Basic knowledge of computer software programs
- Display a strong work ethic and positive attitude to work

Qualifications and Experience

Essential (Mandatory for the position)

- Current Queensland C Class driver's licence/Current Learner's permit
- Completion of Year 10 Certificate or higher

Desirable

- High risk work (HRW) licence
- First aid certificate

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3
WHS RESPONSIBILITY STATEMENT**

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above Position Description and WHS Responsibility Statement (S3)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 22 November 2023