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| **POSITION DESCRIPTION** | |
| **Heavy Duty Fitter** | **D/25/0000946** |

**Level:** Band 5 MRC Enterprise Agreement as varied from time to time

**Business Unit:** Operations

**Responsible to:** Workshop Supervisor

**Position Overview:**

To perform daily tasks with a positive customer focus at the Tamala Park Workshop and wider operational areas.

Objectives:

* To carry out the proactive service program for all Council plant, machinery and light vehicles ensuring servicing is carried out within the established tolerances.
* Timely attendance and diagnostics to breakdowns ensuring defect/failure identification and recording, making recommendations to reduce the failure/defect re-occurrence.
* Carry out all minor site repairs as requested by the Workshop Supervisor.
* Keep the Workshop Supervisor informed on matters required for the proactive maintenance of plant and equipment and effective operation of the workshop.
* To carry out all work in accordance with WHS operating standards, DWER Licence, Site Management Plan, and other legislation.

**REQUIREMENTS OF THE JOB**

**Essential Skills**

* Ability to repair and maintain a wide range of mobile and stationary equipment
* Ability to operate required tools in a safe and responsible manner
* Sound knowledge of plant and machinery used in a waste disposal facility
* Sound problem solving and decision-making skills
* Demonstrated ability to understand and apply technical information, policies, and procedures of legislative requirements.
* Ability to prioritise workloads within tight timelines.
* Well Developed communications and customer service skills

**Essential Knowledge**

* Demonstrated mechanical knowledge
* Sound knowledge of procedures for the repair and maintenance of wide range of mobile and stationary equipment
* Sound knowledge of mobile and stationary preventative and predictive maintenance schedules and programs
* Sound knowledge of Work Health & Safey processes.
* An understanding of contemporary environmental issues relating to workplace application

**Essential Experience**

* Extensive heavy plant experience

**Qualifications and/or Training**

**Essential**

* Automotive Engineer accreditation
* Current HR Drivers Licence

**Desirable**

* Diesel fitter accreditation
* Verification of Competency to operate heavy plant
* An understanding of landfill management, including plant operation
* Working ability with site maintenance management software

**KEY DUTIES/RESPONSIBILITIES**

**Outcomes: Service Management**

* Perform day to day repairs and maintenance of Plant and Equipment in relation to Tamala Park Waste Management site
* Manage Plant and Equipment Maintenance Schedules
* Guide and monitor operational employees towards plant care
* Complete daily plant schedule of maintenance register
* Review and action daily prestart sheets for all plant and equipment
* Assist with plant specification and with plant tender evaluation
* Contribute to team meetings

**Outcomes: Customer Service**

* Liaise with all Council’s customers in a professional and harmonious manner in line with our Customer Service Charter.
* Recognise that Council has internal customers and that these customers deserve to be treated with respect.

**Outcome: Human Resource**

* Participate in the employee performance review with manager.
* Promote the “One Team Culture” amongst staff in a supportive and participative environment.
* Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.

**Outcome: Risk Management**

* Ensure safe practices are adopted in carrying out tasks to ensure a safe working environment exists at all times
* Report all environmental and safety accidents, incidents and hazardous situations arising in the course of work.
* Understand and implement emergency procedures when required.
* Renew and maintain compliance towards drivers and forklift license, notify management of any non-compliance immediately
* Participate in Emergency Management procedures when required

**General Responsibilities**

* Adhere to the Council’s policies, procedures and management practices as amended from time to time.
* Contribute to the development and attainment of relevant departmental business goals and objectives.
* Ensure that the capture of correspondence (electronic and paper based) and documentation relevant to specific work area complies with WA State Records Office legislation.

**ORGANISATIONAL RELATIONSHIPS**

Responsible to:

* Workshop Supervisor
* Executive Manager Operations
* Fellow workers in the conduct of duties in a safe and considerate manner.
* Customers, to ensure safe behaviour on the site.

Internal and External Liaison:

* Liaises with external organisations in relation to services provided by Mindarie Regional Council
* Liaises with Customers, Contractors and Suppliers
* When required provide training to plant operators

This position may give direction (either directly or indirectly) to:

* Customers
* Employees
* Contractors

**NAME OF PRESENT OCCUPANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORISED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REVIEWED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**