



MECHANICAL TECHNICIAN

Position Number: Various Level: Technician 2

ANZSCO: 321211

JOB DESCRIPTION FORM

THE ROLE

This position undertakes servicing, repairs and maintenance to DFES fleet vehicles and associated equipment (including, hand-held firefighting, breathing apparatus, oxy-viva and rescue equipment).

REPORTING RELATIONSHIPS

ORG STRUCTURE: Corporate Services
Asset Management
Plant & Equipment

THIS ROLE REPORTS TO

Workshop Supervisor - PN002457 Level: Technician 1

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION: DFES Fleet Workshops, O'Connor

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

This position is required to be part of an out of hours contact roster and return to work outside hours when required to complete urgent work.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Mechanical

- Carries out in-house and mobile preventative maintenance, inspections, servicing and repairs to DFES fleet and associated equipment (including mechanical, auto-electrical and body building/fabrication) to approved standards.
- Adhere to established maintenance and scheduled service procedures, repair and labour schedules, production targets and modification requirements.
- Acquire all spare parts, components, consumables and major unit assembly items required for allocated service, repair and build-up work.
- Carries out acceptance tests and pre-delivery inspections on all new vehicles and associated equipment in accordance with Australian Standards.
- Ensure quality of work from external service providers is maintained.
- Complete vehicle recovery and movements when requested.
- Operate specialised equipment such as overhead cranes, vehicle hoists and forklifts.

Administrative

- Complete worksheets, inspection forms, fault reports and other documentation as required.
- Assist with the control, recording and movement of associated equipment and ensure prompt dispatch of changeover items as required.
- Recommend and report on improvements to scheduled servicing / maintenance procedures, work practices and associated procedures, cost controls, job scheduling, forward planning, staff training and other needs, including design and layout standards.
- Communicate and keep supervisors and other clients informed of progress and changes priorities when requested to ensure organisational requirements are met. When necessary, escalates issues on to Section Heads for further action.
- Provides both internal and external technical advice and training as required.

Other

- Actively contributes to a positive work environment by building and maintaining professional and productive relationships with internal and external stakeholders.
- Values difference and diversity and understands and shares learning by supporting and instructing trainees/apprentices on correct trade practices.
- Commits to maintaining the security, cleanliness and safe working environment practices within the workplace.
- Performs routine cleaning and housekeeping duties in the workplace.
- Responsible for applying the DFES Code of Conduct principles and practices.
- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Actively participates in managing own psychological wellbeing.
- Undertake other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Possession of an unrestricted heavy ridged (HR) licence which must remain valid for the duration of employment.
2. Certificate III in Heavy Commercial Vehicle Mechanical Technology.
3. Considerable experience as a mechanic on;
 - heavy vehicles with hydraulic and pneumatic systems.
 - electro-hydraulic systems.
 - heavy-duty automotive diesel engines and automatic transmissions.
4. Demonstrated ability to work autonomously and in a team environment.
5. Demonstrated effective communication and interpersonal skills that to build positive relationships with stakeholders.
6. Demonstrated knowledge of and experience using quality assurance practices and processes.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	15 May 2008	15 May 2008	HR Consultant
Vs 2.0	JDF update	1 September 2021	1 September 2021	Andrea Dawson
Vs 3.0	JDF update	8 February 2023	8 February 2023	Andrea Dawson