



2025 012 Mechanic

Thank you for your interest in applying for the position of Mechanic, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria; and
- Application form (online or at end of position description)

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au

For further information about the position or duties involved, please contact Ben Osborne, Operations Coordinator, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.

Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Mechanic

Department: Infrastructure Services

Starting Point/Location: The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 4 per the Hindmarsh Shire Council Enterprise Agreement

Employment Type: Full Time (9-day fortnight scheme)

2. CURRENCY:

Current Version	2.3	Approved:
Name of Occupant:	Vacant	
Signature:	_____	Date _____
Prepared By:	Shelley Gersch	Date 07 May 2025
Director Approved:	Ram Upadhyaya	Date 14 May 2025
H.R. Approved:	Angela Veitch	Date 13 May 2025
CEO Approved:	Monica Revell	Date 14 May 2025
Current Version Number:	2.3	
Version History:	1.0 January 2021 2.0 January 2022 2.1 October 2022 2.2 November 2023 2.3 May 2025	



**Employment Details for the Position of:
Mechanic**

<u>Status:</u>	Permanent Full Time
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Classification:</u>	Band 4 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$35.79 per hour, plus Superannuation
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	This position is Permanent, Full Time and you are required to work 76 hours per fortnight. Outdoor Staff are employed under a '9 day fortnight' scheme.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading.
<u>Sick Leave:</u>	Twelve (12) days sick leave (pro rata) per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



3. **POSITION OBJECTIVES:**

The mechanic will manage and undertake repairs and maintenances on Council's machinery, plant and other mechanical equipment used in Council's works program or associated with Council's properties and other assets.

4. **KEY RESPONSIBILITY AREAS:**

Functional Responsibilities

- Maintenance of Council's road plant including repair and maintenance to engines, transmission, hydraulic systems, electrical equipment and associated componentry.
- Maintenance of all minor plant and equipment used in the implementation of Council's works program.
- Carry out, where appropriate, necessary repairs and maintenance to equipment used in or forming part of Council's assets.
- As required, undertake servicing of council fleet vehicles and utilities.
- Identify and report specific maintenance and repair requirements of Council plant and equipment.
- Provide on the job instruction and training to other employees in an effective and courteous manner.
- Carry out other various duties as directed from time to time by the Team Leader Mechanics which are within the competence and skills of the employee.
- Maintain accurate time sheets and work program documentation for the Mechanical workshop.
- Authorised to purchase goods and materials in accordance with councils purchasing policy.

Corporate Responsibilities

- Carry out all duties and functions in a manner that promotes good teamwork and public relations.
- Contribute to the maintenance of effective channels of communication within the Council.
- Identify and communicate to management any issues/concerns affecting performance /or suggestions which will improve service quality.
- Contribute to the continuous improvement and productivity of the organisation's operations.

5. **ORGANISATIONAL RELATIONSHIPS:**

Reports to: Team Leader Mechanics
 Supervises: Nil
 Internal Contacts: Infrastructure Services Staff



External Contacts: General Public, Sales representatives, Government and Statutory bodies

6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.



9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible to ensure the workshop is operated in a safe and efficient manner and the Occupational Health and Safety Act, Codes of Practice and other relevant legislations are complied with.
- Responsible to ensure that all repairs and maintenance carried out in the workshop or in the field is undertaken in an efficient and safe manner which minimizes cost and future downtime repairs.
- Maintain adequate supplies of spare parts and other materials used in the repair and maintenance of Council's plant and equipment.
- To prepare, in consultation with the Team Leader, appropriate repair and maintenance schedules for all items of plant and equipment and where appropriate, determine priorities for work to be undertaken.
- To maintain adequate communication and coordination with other staff.
- Responsible to ensure that works are undertaken in an efficient and safe manner which ensures the safety of all staff and members of the public. This includes the wearing of appropriate PPE and clothing.

10. JUDGEMENT AND DECISION MAKING:

- To assess the appropriate method of carrying out repairs and maintenance in accordance with guidelines provided by the Team Leader and within constraints of Council's plant maintenance and repair budget.
- To undertake duties with minimum supervision and instruction.
- To monitor the condition of all plant and equipment and to make recommendations to the Team Leader regarding replacement and/or repair duties.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- To be able to perform basic operations of the various pieces of earthmoving equipment to enable the assessment of their satisfactory operation.
- To have an extensive knowledge of the correct maintenance and repair procedures for both large and small items of earth moving machinery.
- To be familiar with the operation and maintenance of all other equipment used in Council's outdoor works program.
- To be skilled in the carrying out of repairs and maintenance in both the Workshop and in the field, including the operation of equipment such as lathes, welders, heavy duty drills, angle grinders and other power equipment.



- Working knowledge in the operation of and repairs to electronic fuel injection systems, air conditioning systems and other automotive electronic componentry.
- Ability to read and interpret Workshop and Spare Parts manuals.

12. MANAGEMENT SKILLS:

- Manage the operation and procurement of materials, stores and spare parts for repairs and maintenance conducted at the Jeparit/Nhill Mechanical Workshop
- Skills in managing own time, setting priorities and planning and organising one's own work to achieve specific and set objectives in the most efficient and manner
- Ability to be able to work unsupervised
- To record in a systematic manner all repairs and maintenance carried out to the various items of Council plant and equipment.
- To complete a daily timesheet including details of hours worked on each machine and materials used.
- To manage adequate stock levels for parts and other materials used in the maintenance of Council plant and equipment.
- Provide on the job training based on skills and experience.
- To process and interpret Schedule of Sampling results and recommend appropriate action.

13. INTERPERSONAL SKILLS:

- Ability to give clear written and verbal directions where necessary and to resolve minor problems.
- Ability to supervise other staff when carrying out repair and maintenance activities.
- Ability to communicate and cooperate with other staff.
- Ability to gain cooperation of other staff and other individuals so that maintenance and repair functions can be completed in the most efficient manner possible.
- Ability to work as part of a team.
- Ability to contribute to workplace improvement programs and team discussions.
- Ability to write clear and concise reports.
- Ability to operate and use a computer, in particular email, for effective communication with indoor staff and suppliers.

14. QUALIFICATIONS AND EXPERIENCE:

Essential Qualifications and Experience

- Qualifications as a motor and/or diesel mechanic



- Driver's licence with Heavy Rigid endorsement (or willing to obtain)

Desirable Qualifications and Experience

- Some experience in working in a maintenance workshop, preferably Local Government.
- Qualifications in fitting and tuning, metal fabrication and welding
- Appropriate licences and permits to operate Council's comprehensive range of plant.

15. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

16. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Council for any purpose other than the discharge of official duties.

17. KEY SELECTION CRITERIA:

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- Qualifications as a motor or diesel mechanic.
- Experience working on wide range of plant, vehicles and machinery used in civil construction
- Experience in the maintenance of engines, transmissions, hydraulic systems, electrical and associated equipment.
- Knowledge of Occupational Health and Safety procedures.
- Ability to perform the basic operation of various types of earthmoving equipment to enable the assessment of their satisfactory operation (desirable).
- Ability to effectively communicate with members of staff, contractors and the general public
- Willingness to undertake a pre-employment medical, police check

---- End ----

APPLICATION FORM

This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.**

The below must be completed in full:

Position	2025 012 Mechanic
Name	
Address	
Phone Number	
Email Address	
Employment History	
Name of Current Employer	
Position Held	
Date employed from	
Roles and responsibilities	
Name of Previous Employer	
Position Held	
Date employed (from and to)	
Reason for leaving (optional)	
Roles and responsibilities	

APPLICATION FORM

Name of Previous Employer	
Position Held	
Date employed (from and to)	
Reason for leaving (optional)	
Roles and responsibilities	

Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position?	Yes/No If yes, please specify:
What skills and experience could you bring to this position?	
What qualifications, licences and certificates do you currently hold?	

KEY SELECTION CRITERIA

**Please describe how you meet the key selection criteria (2-3 sentences).
Use examples to strengthen your answer where appropriate.**

Qualifications as a motor or diesel mechanic

Experience working on a wide range of plant, vehicles and machinery used in civil construction

Experience in the maintenance of engines, transmissions, hydraulic systems, electrical and associated equipment

Knowledge of Occupational Health and Safety procedures

APPLICATION FORM

Ability to perform the basic operation of various types of earthmoving equipment to enable the assessment of their satisfactory operation

Ability to effectively communicate with members of staff, contractors and the general public

Willingness to undertake a pre-employment medical, Working with Children Check and police check

REFEREES

Name

Phone Number (business hours)

Organisation

Position

Name

Phone Number (business hours)

Organisation

Position

APPLICATION FORM

ATTACHMENTS

Please attach copies of your qualifications, licences and certificates to this application.

Documents you believe support your application for this position including a current resumé should also be attached.

STATEMENT

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

Name	
Signed	
Date	

PRIVACY & CONFIDENTIALITY

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.