

POSITION DESCRIPTION

POSITION TITLE	Workshop Mechanic
DIRECTORATE – BUSINESS UNIT	Infrastructure Maintenance – Waste, Fleet & facilities Services
LEVEL - IA	9 – Operational
RESPONSIBLE TO	Workshop & Fleet Supervisor

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

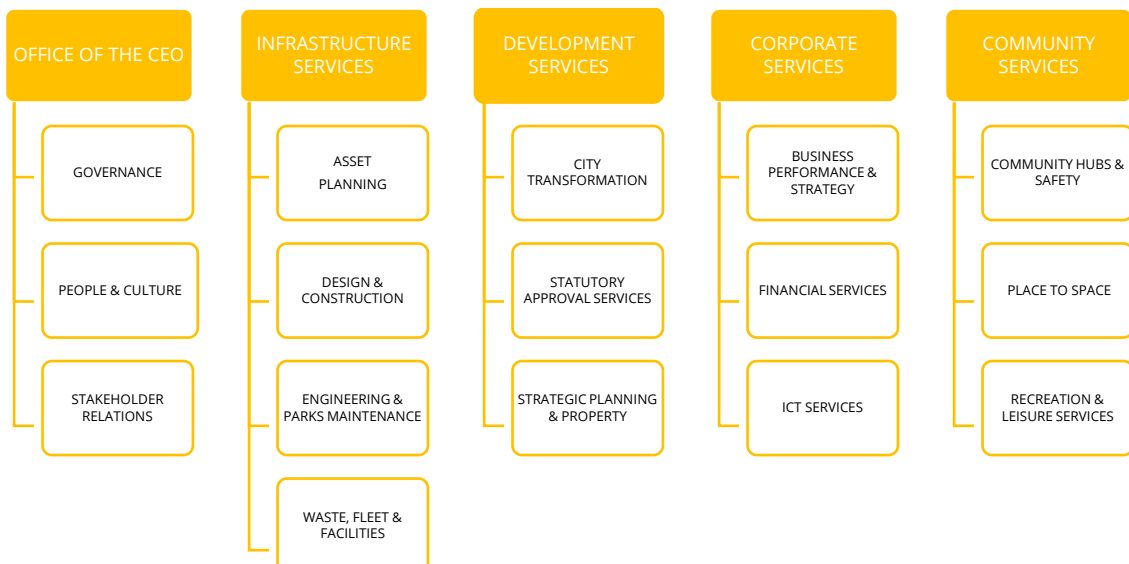
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Workshop Mechanic is responsible for the day-to-day servicing, maintenance, and repair of the City's fleet, plant, and equipment. This role ensures operational reliability, safety, and compliance by following preventative maintenance programs and manufacturer guidelines. The position may also support parts handling, job documentation, and basic inventory tasks as part of the workshop team.

KEY RESULT AREAS

WORKSHOP OPERATIONS AND PERFORMANCE

- Ensure all work performed is in accordance with the Workshop work program and conducted in an efficient and effective manner, including all internal & external maintenance activities.
- Ensure all road-registered plant and equipment are safe, roadworthy, and comply with all relevant legislation, compliance regulations, and codes, ensuring maximum availability of Council-owned plant and mechanical equipment by undertaking on-site servicing in a mobile and static workshop.

MAINTENANCE AND INVENTORY MANAGEMENT

- Keep abreast of the latest technology and servicing techniques.
- Assist in the implementation and performance of various mechanical activities designed to optimise fleet reliability by implementing preventative and predictive maintenance schedules.
- Use appropriate tools, diagnostic equipment, and machinery safely and effectively.
- Maintain tools in good working order and report any issues or tool shortages.
- Identify and request parts and consumables required for jobs.
- Provide input to the Workshop & Fleet Supervisor regarding the scheduling and procurement of replacement plant.

STAFF MANAGEMENT

- Effective day to day operations of workshop
- Ensure all work performed is in accordance with the Workshop work program and conducted in an efficient and effective manner including all internal & external maintenance activities.
- Ensure timely communication to the Workshop Team Leader regarding the service schedule of all fleet, plant and equipment and service interruptions.

QUALITY AND SAFETY COMPLIANCE

- Contribute to and ensure compliance with quality procedures and safe work method statements.
- Ensure a safe work environment is provided for all staff under supervision in line with the City of Kalamunda WHS principles.
- Undertake Plant Hazard Assessments and ensure compliance with regulatory requirements.
- Immediate reporting of plant defects, loss, or damage to tools, equipment, or vehicles.
- Report any risk, accident, or incident promptly to the Workshop & Fleet Supervisor.

QUALITY AND SAFETY COMPLIANCE

- Responsible for the quality and standard of work performed, including the work of other employees.
- Responsible for the productivity and efficiency of the workgroup supervised.
- Acts to develop and maintain an awareness of Occupational Safety and Health responsibilities relevant to a staff member's duty of care.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Mechanical Trade Certificate or equivalent
- 'HR' Class Driver's Licence
- Basic First Aid Training is desirable.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

1. Relevant mechanical experience.
2. Maintenance and repairs of vehicles, plant, and equipment.
3. Maintain accurate written and computer records for services and/or repairs of the City's assets.
4. Responsible for maintaining a neat and tidy workplace which is safe for staff and those who enter the workshop area.
5. Responsible for ensuring work environment and work practices are safe for staff and report any accidents or incidents on appropriate forms.
6. Prior to commencing tasks, assess foreseeable hazards, report and ensure corrective action to eliminate or reduce risk of injury or damage to people, plant, and equipment.
7. Extensive light vehicle and truck servicing skills
8. Sound knowledge of safe operating procedures and maintenance of tools and equipment.
9. Sound knowledge of vehicle transmission, suspension, etc.
10. Sound knowledge of small plant such as mowers, whipper snippers, chainsaws, etc.
11. Auto-electrical, hydraulic and tyre fitting skills desired but not essential.

12. Works cooperatively and effectively with others to achieve common goals.
13. Participates in building a team through coaching, guidance, and support.
14. Well-developed verbal and written communication skills including ability to provide outstanding customer service.
15. Demonstrated knowledge of Occupational Health and Safety issues both in terms of personal responsibility, team and public.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

- 'HR' (Heavy Rigid) class driver's licence allowing the holder to drive legally in Western Australia is mandatory.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Waste Services
DATE PD REVIEWED/APPROVED: 1 July 2025
