



## POSITION DESCRIPTION

### Apprentice Mechanic

<b>Location</b>	Works Depot
<b>Department</b>	Works and Services
<b>Salary</b>	Local Government Industry Award 2020
<b>Reports to</b>	Manager of Works & Services & Mechanic
<b>Supervision of</b>	Nil
<b>Revision</b>	New Document
<b>Date</b>	9 <sup>th</sup> September 2025

#### Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Stuart Hobley	Chief Executive Officer	New Document	9 <sup>th</sup> September 2025	

## 1. ORGANISATIONAL RELATIONSHIPS

### 1.1 Responsible to:

Mechanic  
Manager of Works & Services  
Executive Management Team

### 1.2 Supervision of:

Nil Staff

### 1.3 Internal and External

#### Liaison: Internal

- Other Executive Staff
- Other Staff

#### External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)

## 2. EXTENT OF AUTHORITY

Operates under direct Supervision and within the established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act* and other relevant legislation.

## 3. PURPOSE OF POSITION

- To assist in the upkeep and maintenance of the Shire of Cunderdin's plant.
- To operate and maintain various items of plant in an effective, efficient and safe manner.
- To provide casual support for all areas of the Shire's Works Department.

## 4. KEY DUTIES/RESPONSIBILITIES

- Ensure you diligently attend to all studies that are required in order to obtain your qualification.
- Undertake on the job and off the job training as required to develop the necessary knowledge and skills for the position.
- Assist with maintenance of plant and equipment and keep a safe workplace in compliance with all appropriate occupational health and safety requirements by learning about all mechanical repairs, servicing, upgrading, routine maintenance, replacement, vehicle overhaul and associated activities as determined.
- To work in a time efficient and effective manner and be part of the team environment. To ensure a productive, timely and efficient mechanical and repair service is provided to the Shire.
- Responsible for quality of work and safe and efficient work practices of self and staff under direction.
- To advise Plant Operators/Drivers of correct routine maintenance, assessment of fault locating, timely advice of workshop maintenance requirements and how to avoid mechanical damage to plant, especially on new plant items.
- Assist staff using workshop or equipment where necessary.
- Maintain and update records and operating where necessary.
- Implement safe workshop practices to ensure preventative maintenance techniques are utilised.
- Any other duties as directed by the supervisor/manager/director.

## 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Current "C" class Motor driver's license.		✓
Key Skills, Knowledge and Experience	Essential	Desirable
Ability to work in a team environment	✓	
A basic understanding of mechanical and automotive technologies	✓	
Desire to strive for quality and reliability	✓	
Ability to work in adverse conditions (heat, cold etc)	✓	
Basic use of hand tools	✓	
Good attitude to safety	✓	
Personal Skills	Essential	Desirable
Time management	✓	
Communications skills - both written and verbal	✓	
Self-motivated to ensure quality workmanship is produced	✓	

## 6. WORKING CONDITIONS/OHS CONSIDERATIONS

**Occupational Safety and Health** – comply with the Shire's OSH Policy and other Shire policies & procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with the Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 8. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Policies prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

## 9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	Full Time – 4 Year Apprenticeship
Hours of Work	76 Hours per 9 day fortnight
Level	Apprentice Mechanic 4 years (depending on experience and qualifications as per the award, age rates will apply)
Salary	\$27,782.56 - 30,548.96 per annum + allowances (depending on experience)
Council Loyalty Scheme	Applies to this position
Superannuation	12% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Performance Review	Annually
Housing	Position does not attract Council Housing as part of the Employment Package.
Motor Vehicle	N/A
Job Location	Cunderdin, Western Australia, 6407