

POSITION DESCRIPTION

Position Title:	Maintenance Fitter - Leading Hand
Position Number/s:	INF-141
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream C) Award – State 2017
Classification:	C8 + Leading Hand Allowance
Directorate:	Infrastructure Services

POSITION OBJECTIVE

This position is required to lead the maintenance fitter team and undertake maintenance and improvement work on Charters Towers Regional Council mechanical assets. This includes assisting in proactively implementing processes, procedures and systems in the delivery of section initiatives and establishment of mechanical technical standards.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-122 Water and Wastewater Assets Coordinator
Directly Supervises: INF-126 Maintenance Fitter

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

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KEY RESPONSIBILITIES

1. In consultation with the Water & Wastewater Assets Coordinator, coordinate and perform daily mechanical fitting and maintenance activities (planned and unplanned) associated with Council assets.
2. Provide general supervision to the wider mechanical team to ensure set targets, budget, time and safety commitments are achieved.
3. Provide sound advice, innovation and problem-solving skills with regards to mechanical maintenance matters and report identified defects.
4. Assist with the planning and forecasting of mechanical maintenance tasks.
5. Maintain tools and equipment such as the self-contained breathing apparatus used in the operation of Water and Wastewater.
6. Proactively inform the Water & Wastewater Assets Coordinator about the condition and status of Council's assets and equipment.
7. Actively participate and communicate as part of a team to ensure efficient and effective service delivery to customers.
8. Provide mentoring to develop the capacity of all team members.
9. Provide assistance and advice to contractors appointed by Council to carry out specific projects as required.
10. Ensure compliance with all legislation, approved standards, policies and procedures relating to mechanical maintenance practices and processes.
11. Comply with Council's Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisor's also have obligations to ensure consultation takes place for issues and changes that may impact safety.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Experience working in leading hand role within an industrial environment.
- Relevant knowledge, skills and experience associated with the installation, operation, maintenance, repair or upgrading work performed on water and sewerage plant and equipment.
- Ability to safely operate a variety of hand tools, plant and equipment.
- Sound knowledge of mechanical and control equipment typically utilised in municipal water supply and sewerage industry.
- Good written and verbal communication skills.
- Experience in planning team short-term and long-term mechanical activities to maximise efficiency.
- Proven people management and time management skills.
- Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
- Knowledge and understanding of environmental and risk management systems.
- Problem-solving skills and initiative to resolve mechanical operational and maintenance issues.
- Demonstrated commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.
- Ability to participate in an afterhours on call roster.

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Desirable:

- Sound local knowledge of Council's infrastructure, including facilities in the outer townships.

| Education/Qualifications |

Essential:

- Trade certificate in Fitting/Turning Machining or other relevant trade industry qualifications.
- General Safety Induction Certificate (Construction Industry) "Blue/White Card".
- Enter and work in confined space qualification.
- Work safely at heights competency.
- First aid and CPR qualification.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'LR' Class Driver Licence.
- Possession and maintenance of a current High Risk Work Licence for EWP.
- Possession and maintenance of a current High Risk Work Licence for Forklift.

Desirable:

- Possession and maintenance of a current Queensland 'HR' Class Driver Licence.
- Possession and maintenance of a forklift ticket.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires working in an outdoor environment.
- This position requires the incumbent to undertake field work exposed to inclement weather.
- The physical requirements of the position include standing for long periods, manual handling, physical labour, heavy lifting.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work outside of Charters Towers in a camp environment.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____