



Position Description

Workshop Mechanic

Directorate	Infrastructure & Planning Services
Reports to	Infrastructure Coordinator
Position Code	WMO1
Classification	Band 2 Level 1
Status	Permanent (38 hours per week)
Other conditions & benefits	N/A
Pre-employment checks/legislative requirements	Medical Check
Location	Depot, O'Connor Street, Balranald NSW
Date position description approved	22 October 2022, Updated 13 November 2025

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 an hour's drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

This position is responsible for the efficient Maintenance and Repair of Council's Plant and Vehicle Fleet and Field Repairs/ Servicing of Plant and Equipment.as required.

Key accountabilities

Duties will include but not be limited to:

1. Work with the Infrastructure Coordinator to ensure that all repairs are prioritised, scheduled and are carried out in accordance with established priorities and Gear Box;
2. Ensure that safe and technically sound methods are used by all contractors/personnel within the Workshop;
3. That the procedures relating to purchase, receipt, storage and use of goods, works and services is strictly adhere to Councils Procurement Policy;
4. That all vehicles and plant are maintained to comply with manufacturer technical and TfNSW/NHVR legislative requirements;
5. Assist Council Management in preparing recommendations for replacements or additions to Council's plant and motor vehicle fleet;
6. Work with the Infrastructure Coordinator to ensure that, when delivered, new and repaired vehicles and plant are finished to comply with Council specifications;
7. Ensure that the standards for safe working conditions as required by the Safe Work NSW, and Council's Insurers, State Wide Mutual are maintained;
8. That work carried out by service contractors (including Smash Repairers) is efficient, meets plant/vehicle manufacturer standards, is value for money and in accordance with Council's Procurement Policy;
9. Assist in the management of the distribution of Mechanical and other work to ensure adequate resourcing to meet the routine and emergency needs of Council.
10. To ensure the efficient operation of the Workshop overall.
11. Assist as required in the security of Plant, Vehicles and Equipment in the Council Depot.
12. Assist as required, the Stores Officer with Depot Security.

Key challenges & complexities

1. Managing of Council Assets (including Tools and Equipment) within the Workshop.
2. Ensuring that Condition Assessments of Plant and Equipment are undertaken and that all records and plans are up to date and accurate.

Key relationships

Internal	Why
Employees, Coordinators, Directors and the Chief Executive Officer	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Government Agencies, Manufacturers and Suppliers	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee to deliver advice and service on behalf of Council as well as assisting and working with other staff. Judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the relevant Coordinator/Manager/Director.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures always.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience & Qualifications

1. A trade qualification (Minimum Certificate III) in Automotive Trades Heavy Vehicle with 5 years of experience in a similar size workshop.
2. Computer literate and able to undertake necessary training course to develop skills and abilities to operate Council's computer system and Gear Box.
3. Possession of a Construction Industry White Card.
4. Hold an Australian Class C Licence

Desirable Requirements

1. Have or be prepared to develop the skills and abilities to train the Workshop Apprentice to adequately utilise their skills.
2. Demonstrate a high level of self-motivation and skill/ability in report writing.
3. Or hold HR Licence or be willing to obtain a current NSW Motor Vehicle HR/HC Driver's Licence.

Note: this position may be subject to change following a review of Council's Organisational Structure.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Advanced
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Intermediate
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	- Understands what needs to be done and steps up to do it. - Pursues own and team goals with drive and commitment. - Shows awareness of own strengths and weaknesses. - Asks for feedback from colleagues and stakeholders. - Makes the most of opportunities to learn and apply new skills.
Relationships Work Collaboratively	Intermediate	- Encourages an inclusive, supportive and cooperative team environment. - Shares information and learning within and across teams. - Works well with other teams on shared problems and initiatives. - Looks out for the wellbeing of team members and other colleagues. - Encourages input from people with different experiences, perspective and beliefs. - Shows sensitivity to others workloads and challenges when asking for input and contributions.
Results Plan and Prioritise	Adept	- Consults on and delivers on team goals and plans with clear performance measures - Takes into account organisational objectives when setting and reviewing team priorities and projects - Scopes and manages team projects effectively including resources, budgets and timelines - Manages risks effectively minimising the impacts of variances from project plans - Monitors progress, makes adjustments and evaluates outcomes to inform future planning
Resources Assets and Tools	Adept	- Uses basic financial terminology appropriately - Considers the impact of funding allocations on business models, projects and budgets - Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition - Prepares and evaluates business cases with due regard for long term financial sustainability - Applies high standards of financial probity with public monies and other resources - Identifies, monitors and mitigates financial risks