



## POSITION DESCRIPTION

### Apprentice Mechanic

<b>Position Number:</b>	5138	
<b>Directorate:</b>	Infrastructure	
<b>Division:</b>	Fleet and Building Services	
<b>Supervisor:</b>	Fleet and Building Services Manager	
<b>Classification:</b>	LGIA Award Apprentice	
<b>Tenure:</b>	Fixed Term Full Time	<b>Hours of Work:</b> 76 hours per fortnight
<b>Primary Location:</b>	Tiwi Islands	

#### Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

#### Position Purpose

This position involves training in mechanical services provided to the communities of both Bathurst and Melville Islands, ensuring that council vehicles, plant and machinery are kept in a roadworthy and serviceable condition. This position has to maintain a good rapport with the communities, elected members and staff of the council.

#### Responsibilities

- Attend work for the hours outlined in your letter of offer
- Assist workshop staff to ensure duties are being carried out efficiently and accurately.
- Assist workshop staff with preventative maintenance and servicing for all council fleet and plant.
- Properly maintain materials, tools and equipment.

- Assist in the securing and lockup of vehicles that are under workshop control.
- Assist in cleaning and keeping the mechanical workshops and surrounds tidy.
- Assists with programming the service schedule for all council fleet and plant.
- Assists with maintaining daily records of plant, labour and materials used.
- Assists with the planning and procurement of materials and consumables as required.
- Understand and follow safety procedures for your workplace as per Workplace Health and Safety policies.
- Work with tolerance, patience and flexibility towards other staff members.
- Work or relieve in all three workshops as required.
- Attend and participate in all classes at an approved training organisation as required in accordance with their policies and requirements
- Attend and complete relevant on-the-job and off-the-job training as required.
- Complete Trade Certificate in Automotive Mechanical Technology (Automotive Technician – Heavy)

### Selection Criteria - Essential

1. Certificate II in Automotive Vehicle Servicing.
2. Current C class drivers licence.
3. Good verbal and written communication skills.
4. Good public relations and customer service skills.
5. Ability and willingness to work in a team environment.
6. Commitment to occupational health and safety, especially safe work practices in a mechanical workshop.

### Desirable:

1. Aboriginal Candidate
2. Previous experience working in remote environment and indigenous community.

The Selection Criteria must be addressed for your application to be considered. Please attach copies of relevant qualifications and licences with application.

Please submit your application to [recruitment@tiwiislands.nt.gov.au](mailto:recruitment@tiwiislands.nt.gov.au)