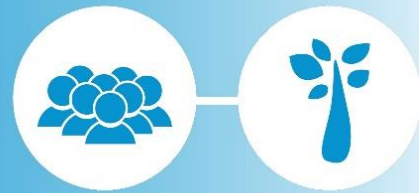


# POSITION DESCRIPTION

## Trainee – Automotive Services



### About the position

#### Profile

Position title	<b>Trainee – Automotive Services</b>
Position number	1025
Department	Procurement & Commercial Services
Current location	Mitchell
Classification	Training Wage Award State – 2012 – Level B / Maranoa Regional Council Certified Agreement 2019
Reports to	Operations Manager – Plant, Fleet & Workshops
Date last reviewed	13 November 2020

#### Purpose

This role provides professional work experience aligned to the automotive course while contributing to the delivery of required service level standards for Council's Plant & Workshop teams.

Under the guidance and direction of the Operations Manager and experienced team members, the Trainee will develop skills, knowledge and experience associated with automotive activities by:

- Undertaking maintenance, repairs and servicing to Council's plant fleet and equipment
- Operating various mobile plant / handheld power tools and machinery
- Completing a Certificate III in Automotive Underbody Technology

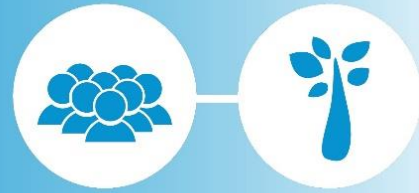
#### Key responsibilities

##### • Workshop Operations

- Contribute to scheduled servicing and preventative maintenance for Council's plant fleet and equipment to ensure they are available for use when required and reduce downtime
- Safely operate a variety of handheld power tools and machinery
- Undertake mechanical repairs and maintenance of Council's plant, vehicles, and equipment, including – diagnosis of problems, repairs and testing diesel & petrol engines and basic hydraulics
- With a mentor, attend offsite vehicle and plant breakdowns to complete mobile work across the Maranoa region as required
- Safely operate the plant, vehicles & equipment as per the Original Equipment Manufacturer (OEM) instructions, specifications and Council's policies and procedures

# POSITION DESCRIPTION

## Trainee – Automotive Services



- **Certificate II in Automotive Underbody Technology**

- Actively participate in the course as scheduled
- Successfully complete all assessment tasks and other course requirements within allocated timeframes
- Undertake on the job training in the workplace and achieve work outcomes as directed

- **Other**

- Undertake duties within the skill level, competence, and training, consistent with the applicable level within the Award, in any area of Council as required
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals

#### Our values

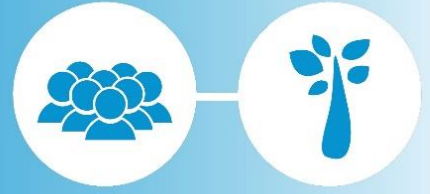
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

#### Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

# POSITION DESCRIPTION

## Trainee – Automotive Services



### About the person

#### Qualifications and licences

To be successful you will need to demonstrate that you will be able to meet the below mandatory requirements for the role:

- Current C (Car) Class Driver Licence
- General Construction White Card

#### Required skills and experience

To be successful in this role you will have:

- Ability to meet the eligibility requirements as outlined in the Traineeship Information Kit
- Sufficient language, literacy, and numeracy skills to complete the required online course work for Certificate II in Automotive Underbody Technology
- Ability to seek and accept constructive advice and direction from mentors and more experienced colleagues
- Self-motivation and willingness to take responsibility for own development and learning needs
- Ability to perform manual handling and labouring duties for extended periods
- Demonstrated interest in the automotive field
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals