



APPLICATION PACKAGE

APPRENTICE MECHANIC

110 MASSINGHAM STREET, KELLERBERRIN WA 6410

TELEPHONE: (08) 9045 4006

WEBSITE: WWW.KELLERBERRIN.WA.GOV.AU

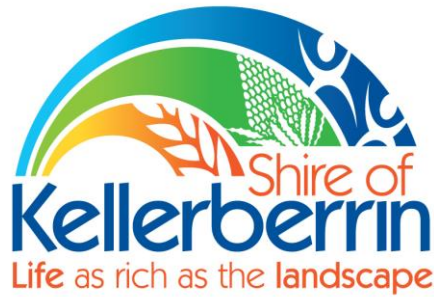
Contact:

Mick Jones, Manager Works & Services

mws@kellerberrin.wa.gov.au

0428 454 619

9045 4006



Shire of Kellerberrin

Apprentice Mechanic

The Shire of Kellerberrin has an opportunity available for an Apprentice Mechanic to join the Works & Services team, to commence February/March 2024.

The applicant must be willing to learn, enjoy hands on work and have the ability to work in a team environment. The successful applicant will be reporting to the Shire Mechanic and Manager of Works and Services.

For more information regarding the position, please contact Mick Jones Manager of Works and Services on 0428 454 619. Applications should be marked “**Private & Confidential – Apprentice Mechanic**” and mailed to the Shire of Kellerberrin, PO Box 145, Kellerberrin WA 6410 or via email to mws@kellerberrin.wa.gov.au.

Applications will be received up to **12 noon, Wednesday 22nd November 2023**.

RAYMOND GRIFFITHS
Chief Executive Officer

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks and a Pre-employment medical.*

The Shire of Kellerberrin is an equal opportunity employer.



SHIRE OF KELLERBERRIN

POSITION DESCRIPTION

1. **TITLE:** Apprentice Mechanic
2. **CLASSIFICATION:** Local Government Employee
3. **DEPARTMENT:** Works & Services

4. POSITION OBJECTIVES

The employee at this level will:

- Work alongside the Shire Mechanic in day-to-day duties
- Complete TAFE studies and practical requirements to achieve qualification.
- To strive for continuous improvement in the workplace and excellence in customer service.
- To strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Kellerberrin's Strategic Plan.

5. KEYS DUTIES / RESPONSIBILITIES

You will work predominantly in the workshop alongside a qualified mechanic to assist with day-to-day duties including but not limited to plant maintenance, servicing, specialised projects and maintaining a clean and safe working environment.

5.1 Skills

- Ability to work with hand tools
- Ability to read and interpret technical information from service manuals
- Problem solving skills
- Adhere to working and promoting a safe working environment and carry out work in a harmonious manner with due respect for team members and other works personnel.
- Comply with Council's Customer Service Charter.
- Comply with Council's Policies and Procedures and listed in the Shire of Kellerberrin Policy Manual.
- Other duties as directed by Shire Mechanic or Manager Works & Services

5.2 Knowledge

- Mechanical aptitude desirable
- Developing knowledge of Councils organisational structure and function
- Completion of Year 10 Certificate with English and Mathematics desirable
- Current "C" class Motor Driver's License desirable but not required.

6. **COMMUNICATION**

The applicant must have minimum level basic literacy and numeracy skills and have good communication and interpersonal skills to provide required information to other employees and Manager of Works and Services

7. **COMPLEXITY/MULTI-SKILLING**

The position offers a broad range of activities within your role. Multi-skilling requirements will be as a result of formal training programmes both in house and structured training courses to improve versatility of employees.

8. **LINE MANAGEMENT**

- 8.1 Responsible to: Shire Mechanic
Manager Works & Services
- 8.2 Supervision of: Not applicable
- 8.3 Internal and External Liaison:
- | | |
|----------|--|
| Internal | Manager Works & Services
Chief Executive Officer
Councillors |
| External | Guests and Visitors
General Public |

9. **EXTENT OF AUTHORITY**

- Freedom to act is limited by standards and procedures.
- Uses a degree of initiative in problem solving.

10. **OCCUPATIONAL HEALTH & SAFETY**

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the Shire Mechanic and/or Manager Works & Services and use of personal protective equipment as provided.
- Report ALL accident, incidents, near misses and hazardous situations arising in the course of work.

11. MEDICAL EXAMINATION & CONVICTIONS CHECK REQUIRED

All employees are required to undertake a Pre-employment medical and a Drug and Alcohol screening prior to commencement of employment. A convictions check will also be required before employment commences. The Shire will reimburse costs associated.

Schedule of Additional Information:

AWARD

Employee conditions are in accordance with Apprentice Rates of Pay, Municipal Employees (Western Australia) Award 2023.

SALARY

- Apprentice Rates of Pay, Municipal Employees (Western Australia) Award 2023
- Adverse Working Conditions – \$0.57 per hour
- Tool Allowance - \$41.66 per fortnight
- Bonus Pay - \$192.30 per fortnight to a maximum of \$5,000 per year
- Service Pay - \$5 per week to a maximum of \$30 per week on anniversary date.

(As per Councils Policy)

0 – 1 Years	\$ 0	4 – 5 Years	\$ 20
1 – 2 Years	\$ 5	5 – 6 Years	\$ 25
2 – 3 Years	\$ 10	6 & above	\$ 30
3 – 4 Years	\$ 15		

HOURS OF WORK

Working Hours: 7:00 am - 4:00 pm

Friday of pay week finish time is 3:30pm

30-minute lunch break incorporating one RDO per fortnight, to be taken on the scheduled day unless you have written approval.

2 x Public Service Days per year.

OVERTIME

Overtime is worked from time to time as directed by the Manager Works & Services.

UNIFORM

Please refer to Council's Policy on Uniform Allowance for Outside Staff.

ANNUAL LEAVE

4 weeks Annual Leave allocated to the position plus leave loading (pro rata)

PERSONAL LEAVE

This incorporates Sick, Carers and Bereavement Leave to which an employee is entitled without loss of pay because of his or her personal circumstances. (i.e., illness or injury)

LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continual Local Government services, transferable between Local Authorities within Western Australia.

HOUSING

Council housing is often available at an employee subsidised rate. Please make enquires to your manager.

SUPERANNUATION

The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*. Superannuation Guarantee 11% including provision for additional Superannuation on a matching basis subject to personal contributions to a maximum of 5%.