

POSITION DESCRIPTION

HEAVY VEHICLE MECHANIC

POSITION DETAILS

Date of Position Description	April 2026
Position Title	Heavy Vehicle Mechanic
Position Grade	5
Directorate Business Unit	City Services & Projects Infrastructure Services
Reports to	Supervisor Mechanical Workshop
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

This position is responsible for providing high quality mechanical services across the City of Parramatta's diverse fleet of trucks, Utes, heavy plant and equipment, ensuring assets are maintained to a high standard. This supports operational areas to deliver services to our community in a safe and efficient manner, while promoting Parramatta as Australia's next great city.

KEY RESPONSIBILITIES

Role Specific

- Assist the Team Leader to deliver all works; programs/schedules to the agreed standards.
- Conduct maintenance and repair work of Council's heavy plant, heavy vehicles and equipment to industry standards to ensure work meet strict quality and safety standards while following established SOPs. Conduct work practices in line with acceptable practices of the Automotive Trades and Services industry.
- Carry out reactive repair works on Council heavy fleet such as Street Sweepers, Compactors, Tipper Trucks, mowers, tractors, trailers and a range of other small plant and equipment.
- Undertake a variety of tasks required for the successful completion of the functions of the Mechanical Workshop Team to ensure the long-term management, condition and usability of assets and facilities under the care of the team
- Adapt to changing priorities and undertake other tasks as directed, to assist other teams and operational areas, particularly in wet weather or other emergencies to meet community needs.
- Carry out an agreed program of works to ensure the timely and effective completion of all objectives.
- Display an awareness of costs and ensure operations are undertaken efficiently with minimal waste
- Provide feedback and input on improvements in operating procedures, programs and work schedules, including upgrading or improvements to plant, equipment, materials and tools used by the team or unit.
- Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department
- Have good computers skills and quick ability to learn Councils software and technology as it applies to this position (Worx online (IPad)) and troubleshooting capabilities.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Tradespersons Certificate under Motor Dealers & Repairers Act 2013 issued by NSW Fair Trading
- Current Motor Mechanic Certification
- Hold a current NSW Driver's Licence (Class C).
- NSW Driver's Licence (Class MR or HR) (desirable)
- Hold an RMS vehicle inspection certificate, (or to be obtained prior to confirmation of appointment)

Experience

- Demonstrated extensive experience in the maintenance and repair of heavy plants, heavy vehicles and equipment, such as Utes, trucks, mowers, tractors, trailers and a range of other small plants and equipment for at least 3 years.
- Demonstrated experience in hydraulic and pneumatic systems in specialised trucks such as Steet sweepers, compactors and tipper trucks.
- Demonstrated knowledge of, and recent experience in, the use of vehicle asset management systems

Skills

- Current III in Heavy Commercial Vehicle Mechanical Technology (desirable)
- The capacity to undertake the physical requirements of the role and area of specialisation
- Have a firm adherence to WHS and in keeping with a safe workplace
- Self-motivated and able to work independently as required.