



Senior Mechanic			
Position Number:	59	Department	Infrastructure Services
Level:	5	Award:	May be covered under Municipal Employees' Award
Remuneration:	\$117,522.46 Base Salary	PLUS superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. \$3500 retention bonus payable on completion of 3 years service.	
Reports to:	Principal Mechanic	Direct Reports:	Nil
Last Reviewed:	Senior People & Culture Officer	Date:	12/09/2025
Approved:	Executive Manager Infrastructure	Date:	22/09/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

As the Senior Mechanic, you will be tasked with carrying out maintenance and repairs on a range of Shire plant and equipment. Work shall be completed in accordance with manufacturer specifications. You will be responsible for ensuring work requests are completed accurately and in a timely manner. You will also ensure that the work area is maintained in a safe and clean manner, according to Local Government's occupational safety and health policies and procedures.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.

- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ A commitment to a safe work environment and WHS legislation, policy, and processes.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ Carry out high standard repairs and maintenance to the Shire of Carnarvon vehicle, plant and equipment fleet and other fixed Shire of Carnarvon plant and equipment where required.
- ★ Assist with the review, improvement, and delivery of the Shire fleet maintenance program.
- ★ Ensure the workshop is clean, safe, and operational with all tools and resources stored securely.
- ★ Safely operate heavy plant including rollers, trucks, water carts and loaders as well as light machinery, light trucks, tractors, mowers, hand tools and other tools and equipment as required.
- ★ Advise, order, and purchase relevant resources such as parts and lubricants within budget for authorisation and processing.
- ★ Work alongside Principal Mechanic in providing training and mentorship for Apprentice Mechanic and trainees.
- ★ Provide input to and participate in the process for procurement of new fleet and plant.
- ★ Other duties in Relation to set of skills, and experience, as required.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENSES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ HR Class Drivers Licence (Western Australia)
- ★ Certificate III in Automotive Mechanical Technology or Certificate III in Heavy Commercial Vehicle Mechanical Technology.
- ★ Motor Vehicle Repairer Certificate.

ESSENTIAL CRITERIA

- ★ Demonstrated experience with fault diagnosis, repair, servicing, parts ordering and maintenance of vehicles, fixed and mobile plant and earth moving equipment.
- ★ Demonstrated ability to follow safety requirements in the use of machinery and personal safety and to ensure workshop operations meet Work Health & Safety requirements.
- ★ Ability to communicate effectively both verbally and written.
- ★ Effective time management and organisation skills.
- ★ Experience in maintaining accurate service and maintenance records.

- ★ Ability to work effectively and productively within a team or independently.

DESIRABLE CRITERIA

- ★ Previous experience in Local Government

PHYSICAL REQUIREMENTS OF THE POSITION

Experience	
Context / Method	Professional / Specialist Technical
Experience Level	Specialist knowledge in a number of advanced skill areas
Tasks	
Context Method	Variety of tasks in trade, technical or administrative practices.
Skill Level	Knowledge is applied to recurring circumstances, may include the application of specialist skills.
Judgement and problem Solving	
Problem Solving	Solve diverse problems which require assessment of a range of options having elements of complexity
Judgement	Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients.
Supervision and Independence	
Level of Supervision	General direction is given on assignments, with the approach and method selected by the employee.
Organisational Relationships and Impact	
Work Area Relationships	Sound knowledge of the impact on other work areas, seek approval from senior staff on changes to procedure, schedule or routines.
Public/Other Staff Relationships	Effective communication within standard work processes
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Effective communication with members of the public, clients and other staff and the resolution of minor matters.
Job Competencies	
Time Management	Intermediate: Able to manage own workload and prioritise within usual work patterns.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Planning & Organisation Skills	Intermediate: Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks.
Safety Procedures	Advanced: Develops JSAs. SWMS and other safety procedures for own work area and related work areas. Train and coach others in safety procedures.
Administration Skills	Intermediate: Able to use software to complete more complex administration tasks.
Equipment Operation	Proficient: Operates heavy duty plant and equipment requiring an appropriate licence and specific training. This may include vehicles requiring a HR licence.
Supervision Skills	Fundamental: Oversee or guide the work of lower level employees. May lead small groups at the work face.
Project Management	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
Policy and Procedure Development	Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Report Writing	Fundamental: Produce documents involving complex layouts, contribute to reports, submissions and correspondence.
Budgeting Skills	Intermediate: Develop project, program or smaller work area budgets, which may be subject to further review or require to be managed within an overall Department budget.
Customer Service Skills	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters.

Decision Making Skills	Intermediate: Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for more complex or intricate problems.
Management Skills	N/A

PRE-EMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug Screening
- ★ Audiometric Test

REMUNERATION AND BENEFITS

The successful applicant will join the Infrastructure Services Team with a starting salary from \$ 117,522.46 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$ 1,201.11 p/a District Allowance*
 \$ 4,592.48 p/a Housing Allowance*
 \$ 1,977.54 p/a Annual Leave Loading 17.5%
 \$ 14,797.93 p/a Superannuation (Statutory)
 \$ 2,466.32 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
 \$ 3,500.00 Retention bonus upon completion of 3 years of service*
 \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
 2 Local Government Public Holidays
 10 Days of Paid Personal Leave
 10 Days of Paid Pandemic Leave
 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Annual Leave Travel Assistance Payment
 Local Club Membership Subsidies
 Gym Membership Subsidy
 Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.