

## Position Description

<b>Position title:</b> Diesel Mechanic	
<b>Business group:</b> All	<b>Department:</b> Maintenance
<b>Reports to:</b> Head Mechanic	<b>Supervises:</b> Apprentice Diesel Mechanic

*ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of four divisions: ASQ Allstone Quarries, ASQ Premix Concrete, ASQ Precast Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria.*

### Position summary

The Diesel Mechanic maintains all company vehicles, plant and associated equipment by carrying out repairs, modifications and preventative maintenance and ensuring scheduled and unscheduled work orders are completed in a timely and safe manner.

### Essential duties and responsibilities

- Completion of scheduled work orders in full to the satisfaction of the Head Mechanic
- Resolution of unscheduled work requirements as required by the Head Mechanic
- Conducting preventative maintenance checks and notifying Head Mechanic of issues identified
- Completion of documentation associated with tasks in a timely and comprehensive manner
- Maintain regular communication with the Head Mechanic
- Maintain a clean and tidy work area on completion of allocated tasks
- Communicate and consider fellow employees to ensure safe and productive work environment
- Keep toolbox stocked and tidy
- General tidying up of work area
- Attend tool box meetings
- Be proactive in bringing new ideas to management
- Engage in any training, as required by the company
- Be committed to ASQ visions
- Comply with ASQ Policy and Procedures
- Other duties as assigned by management

### Required knowledge, skills and abilities

- Awareness of the requirements of a diesel mechanic and the ability to perform duties consistent with those requirements
- Experience with diesel vehicles and heavy plant and machinery
- Excellent communication
- Ability to follow and carry out assigned tasks
- Sound literacy and numeracy skills
- Be a team player



- Physical fitness required to perform all tasks
- Mechanical aptitude
- Think safety
- Strong work ethic
- Fit and healthy

#### **Required education and certifications**

- Relevant trade certificate
- Valid driving licence (HC an advantage)

#### **Key contacts**

- Head mechanic
- Apprentice mechanic
- All employees responsible for the operation of company vehicles or plant
- External parts and labour suppliers
- Senior Management

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by the Directors.