

Position Description

Position Title:	Diesel Mechanic
Business Group:	ASQ Assets Pty Ltd
Reports to:	Workshop Manager
Department:	Maintenance
Supervises:	Apprentices as required
Classification:	Manufacturing and Associated Industries and Occupations Award 2020

Company Overview

ASQ Assets provides a one stop shop for all fleet and maintenance services to the ASQ Group to ensure our fleet of trucks, vehicles, heavy plant equipment and machinery is maintained and operating safely and efficiently.

Position summary

Reporting to the Workshop Manager, the Diesel Mechanic is responsible for the day to day safe and efficient running of the mechanical workshop to ensure that the fleet, plant, vehicles and equipment are serviced and maintained in a timely manner.

Key Responsibilities

1. Ensure compliance with the ASQ Document Management System [Workplace Health, Safety and Environment (WHSE) & Operational]

The Diesel Mechanic is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System (inductions, hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWPs, site inspections, subcontractor management, participate in training etc.)
- Attending prestart meetings
- Attending toolbox talks

2. General mechanical duties

The Diesel Mechanic is responsible for ensuring all mechanical requirements are completed in a timely manner and operate safely and efficiently for all workers.

Responsibilities include, but are not limited to:

- Conduct and maintain a regular inspection regime of all fleet, plant, vehicles and equipment
- Key contact for breakdowns including onsite, on road after business hours and Maintenance Scheduler during business hours.
- Ensuring Lock Out Tag Out (LOTO) is being completed
- Complete Take 5s and SWMS where applicable
- Assist Workshop Manager in the procurement of all inventory in relation to the maintenance of all vehicle and mobile plant and equipment throughout all ASQ sites/locations
- Assist in the completion of Safe Work Procedures
- Ensures workshops at Newbridge/ Eaglehawk and Long Gully are clean and maintained to ensure safety of all users
- Recommend changes to improve fleet reliability and maintenance outcomes

3. Compliance with state and federal legislation / regulations

The Diesel Mechanic in conjunction with Workshop Manager, is responsible for ensuring our workshop operates in accordance with governing legislation and requirements.

Responsibilities include, but are not limited to:

- Compliance with the state and federal Road and Traffic Act
- Compliance with Codes of Practice and Australian Standards
- Compliance with Mass Management requirements
- Compliance with Performance Based Standards (PBS)
- Compliance with the Chain of Responsibility (CoR) legislation
- Compliance with Legislations, Regulations, Australian Standards and Codes of practice including Lifting equipment and slings, Electrical test and tag, Fire extinguishers and High-Risk Work Licence requirements.

4. Computerised Management System (CMS)

The Diesel Mechanic in conjunction with the Workshop Manager, is responsible for ensuring the CMS is up to date and all details, checks and documentation are accurate and uploaded.

Responsibilities include, but are not limited to:

- Creating repairs where applicable
- Ensuring all documents pertaining to jobs and vehicles are uploaded onto the CMS
- Assisting the Workshop Manager in ensuring Suppliers and Repairers details are up to date and correct in the CMS
- Ensuring adequate and accurate inventory levels are maintained in the CMS

Key Selection Criteria

1. Minimum 5 years' experience as a fully qualified diesel mechanic
2. Have completed a trade qualification in diesel mechanics
3. Have experience in road transport and/or earthmoving equipment maintenance
4. Be capable of working without supervision and as part of a team
5. Detail-oriented with a commitment to delivering high-quality work
6. Highly developed interpersonal and communication skills
7. Safety conscious
8. Experience with diesel vehicles and heavy plant and machinery is desirable
9. Auto electrical experience and holding a manual driving license and Heavy Combination (HC) Truck license is advantageous

Education, Certification and Licences required

- Diesel Mechanic certification
- Valid manual driving licence (HC an advantage)

Personal Skills required

- Safety-conscious
- 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
- Well-developed communication and interpersonal skills
- Leadership skills
- Sound literacy and numeracy skills
- Physical fitness required to perform all tasks
- Strong work ethic

Key contacts

- Maintenance Scheduler
- Diesel Mechanic/s
- Apprentice Diesel Mechanic/s
- Boilermakers/Fitters
- Site Managers
- Operations Manager
- Suppliers
- Other ASQ management and workers

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.

