

**POSITION DESCRIPTION**

POSITION TITLE:	Light Vehicle Mechanic	
DIVISION / SECTION:	Civil and Mechanical	
SUPERVISOR:	Workshop Manager/Fleet Manager	
STATUS (FTE):	1.0 FTE	
NO. OF POSITIONS REPORTING DIRECTLY:	Up to 6 (tyre fitters and apprentices)	

**ABOUT BAWINANGA ABORIGINAL CORPORATION [BAC]:**

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábarra Women's Centre, Bawinanga Rangers, Barlmark Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

**PRIMARY RESPONSIBILITIES:**

This position is responsible for light vehicle service delivery for the BAC workshop.

**Key Accountabilities**

1. Adhere to the Workplace Health and Safety regulatory requirements, ensure housekeeping is kept to a high standard and any incidents are reported
2. Work effectively in a team environment and collaboratively with spare parts retail outlet and administration staff
3. Complete all job cards and documentation for appropriate billing and ordering of equipment
4. Maintain equipment in a safe manner, as per specifications, raise issues where appropriate.
5. Identify and diagnose mechanical issues for internal and external customers in a timely manner providing effective solutions.
6. Supervision and training of aboriginal apprentice mechanics and Tyre fitters
7. Maintain a very high standard of customer care and quality workmanship
8. Be proactive and take initiative in all aspects of the workshop
9. Provide a high level of customer service to all internal and external clients

10. Identify continuous improvement opportunities
11. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
12. Ensure communications are appropriate to BAC Employees, Directors, Communities, Stakeholders and partner organisations.
13. Any other duties requested by your supervisor which are within your capabilities.

**SELECTION CRITERIA:**

**Essential:**

1. Light Vehicle Mechanical Trade qualifications
2. 2 years post trade experience in a light vehicle workshop
3. Excellent customer services and ability to provide a high standard of mechanical services to the community
4. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
5. Demonstrated ability work effectively in a team environment
6. Knowledge of the Workplace Health and Safety regulatory requirements
7. Ability to develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
8. Ability to Mentor and train indigenous apprentice Mechanics
9. Previous experience supervising and coordinating tyre fitters
10. Ability to complete all documentation relating to job cards including vehicle repairs, ordering of parts and other as directed/required to a high standard.
11. Ability to undertake Roadworthy certifications and authorisations in line with NT Government requirements
12. Drivers licence
13. National Police Clearance with no criminal convictions

**Desirable:**

1. Experience living and working in remote communities
2. Air-conditioning qualifications
3. Diesel Fitter
4. Current Australian LR/HR/MC Drivers Licence.
5. Experience working for a community development or not-for-profit organisation.
6. Heavy Rigid or Tow Truck licence

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**Approval:**

Chief Executive Officer, BAC

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Signature

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Date