

**POSITION DESCRIPTION**

POSITION TITLE:	Workshop Mechanic	
DIVISION / SECTION:	Civil and Mechanical	
SUPERVISOR:	Workshop Manager/Fleet Manager	
CLASSIFICATION LEVEL:	8	
STATUS (FTE):	1.0 FTE	
NO. OF POSITIONS REPORTING DIRECTLY:	1-2 apprentices/Trades assistant	

**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, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

**PRIMARY RESPONSIBILITIES:**

This position is responsible for Heavy and 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 trades assistants
7. Work productively and positively in a team environment
8. Maintain a very high standard of customer care and quality workmanship
9. Be proactive and take initiative in all aspects of the workshop
10. Provide a high level of customer service to all internal and external clients
11. Identify continuous improvement opportunities
12. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
13. Ensure communications are appropriate to BAC Employees, Directors, Communities, Stakeholders and

partner organisations.

14. Any other duties requested by your supervisor which are within your capabilities.

## **SELECTION CRITERIA:**

### **Essential:**

1. Heavy Vehicle and/or Light Vehicle Mechanical Trade qualifications
2. Experience with air-conditioning repairs
3. Experience with light vehicles and heavy equipment servicing
4. 5 years post trade experience in a similar role
5. Excellent customer services and ability to provide a high standard of mechanical services to the community
6. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
7. Demonstrated ability work effectively in a team environment
8. Knowledge of the Workplace Health and Safety regulatory requirements
9. 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.
10. Ability to Mentor and train indigenous apprentice Mechanics and trades assistants
11. Previous experience supervising and coordinating trades assistants
12. Ability to complete all documentation relating to job cards including vehicle repairs, ordering of parts and other as directed/required to a high standard.
13. Ability to undertake Roadworthy certifications and authorisations in line with NT Government requirements
14. Drivers licence
15. National Police Clearance with no criminal convictions
16. Heavy Rigid or Tow Truck licence
17. Ability to operate Service truck and travel to remote locations / outstations.

### **Desirable:**

1. Experience living and working in remote communities
2. Forklift licence
3. Experience working for a community development or not-for-profit organisation.

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### **Approval:**

Ingrid Stonhill, CEO