



POSITION DESCRIPTION

Position Title	Lead Mechanic
Division	Enterprise
Work Location	Onslow
Hours of Work	Monday to Friday 8:00am – 4:00pm
Reports To	Business Manager
Status (FT PT, Casual)	Full Time
Salary Band	Band 1 – General Staff
Award	Vehicle Repair, Services and Retail Award 2020
Classification	
Delegated Authority	In Accordance with AAC Delegations and Authorities Policy
Probationary Period	3 months: Progress Review 6 months: Probation Review 12 months: Annual Performance Review
Travel Required	Within WA
Intent	<p>As the Lead Mechanic, you will be responsible for the day-to-day operations of Onslow Tyre Services (tyre fitting and mechanical repairs).</p> <p>Reporting directly to the Business Manager, the role requires a qualified Mechanic with the capacity to train and mentor trainees on the job. In the role, you are responsible for incorporating all applicable AAC OH&S policies and procedures in your activities with trainees.</p>
Specific Duties	<p>Onslow Tyre Service Operations</p> <ul style="list-style-type: none">• Provide responsible leadership of Onslow Tyre Service Operations.• Responsible for high customer service delivery level and prompt resolution to clients' complaints.• Responsible for delivering basic training in Basic Mechanical Maintenance and tyre changing to trainees on traineeship, work experience or in Work Starter Program.• Motivate, guide, support and mentor all trainees by building a good working relationship, ensuring optimum commitment to training and a growing confidence in learnt abilities.• Ensure all applicable AAC Health, Safety and Environment practice and procedures are engaged within the training activity.• Ensure all AAC' policies and procedures, including OH&S are adhered to at all times.• Support and assist the Business Manager with the management and development of the operational focus of Onslow Tyre Service.• Ensure daily data entry on AAC timesheet.• Assist the Business Manager for Onslow Tyre Service invoicing.• Work cooperatively with the Onslow team and greater AAC team.• Other duties as instructed by the Business Manager, General Manager – Enterprise or CEO.
Person Background	<ul style="list-style-type: none">• A qualified mechanic with tyre fitting experience.• Motor Vehicle Repairer's Certificate, minimum tyre fitting (light) work or (TFL).
Requisite Training	<ul style="list-style-type: none">• Cert IV Training and/or willing to undertake Cert IV Training.

Selection Criteria**Essential**

- Ability to anticipate and understand the different needs and concerns of clients, stakeholders, and colleagues and to manage difficult issues.
- Basic computer skills (MS Word and outlook or similar).
- Demonstrated capacity to train, support, and mentor trainees in basic mechanical maintenance and tyre fitting.
- Demonstrated high level of customer service delivery.
- Demonstrated time management skills.
- Demonstrated ability to build, communicate, and maintain effective working relationships with a range of people (both indigenous and non-indigenous) with competing needs.
- A demonstrated capacity to achieve outcomes.
- A demonstrated record of successfully working in a multicultural environment.
- Driver's Licence.
- National Police Clearance provided and to the satisfaction of the employer.

Desired

- A qualified Mechanic with tyre fitting experience.
 - Motor Vehicle Repairer's Certificate, minimum tyre fitting (light) work or (TFL).
 - Computerised invoicing and record keeping experience.
 - Ability to travel for work – providing emergency call outs and some mobile services.
 - Demonstrated cultural competence with the capacity to understand political and socio-economic factors affecting Aboriginal and Torres Strait Islander people in contemporary Australian society.
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