

Position Description

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| Position title: Diesel Mechanic | |
| Business group: ASQ Assets Pty Ltd | Department: Maintenance |
| Reports to: Workshop Manager | Supervises: N/A |

ASQ Assets provides 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.

Summary of key roles and responsibilities

- Ensure compliance with ASQ (WHSE) Management System
- General mechanical duties
- Compliance with state and federal legislation/regulations
- Computerised Management System (CMS)

Required attributes

- 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

Required education and certifications

- Diesel Mechanic certification
- Minimum five years' experience as a fully qualified diesel mechanic
- Valid manual driving licence (HC an advantage)

Key contacts

- Workshop Manager
- 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.

Details of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

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
- Attend prestart meetings
- Attend 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 Workshop Manager during business hours.
- Ensuring lockout tagout is being completed
- Complete Take 5's 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 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 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