

## Position Description

**Position Title** ***Mechanic***

### **MISSION STATEMENT / CORE BUSINESS STATEMENT**

To deliver the most memorable leisure, sporting and adventure experiences in Australia's unique Alpine landscape

### **Position Details**

Reporting to	Asset and Services Manager
Direct Reports	Nil
Liaises with internally	Mechanics, Resort Services Outdoor Crew Supervisor, Capital & Utilities Manager, Ski Patrol & Risk Manager, Winter Services Co-ordinator and the FCRM team.
Liaises with externally	Resort stakeholders and suppliers of fleet, parts and tools.
Purpose of the Position	Provide mechanical services to all plant and equipment to ensure they are safe and reliable, enabling FCRM to carry out their core responsibility to stakeholders and visitors.

### **Selection Criteria**

Essential Criteria	<ul style="list-style-type: none"> <li>• Trade Certificate as a Diesel Mechanic or equivalent;</li> <li>• Knowledge of engine mechanics, hydraulics, auto electrics, pneumatics, welding and fabrication;</li> <li>• Ability to operate plant;</li> <li>• Problem solving skills;</li> <li>• Customer relations skills;</li> <li>• Ability to work in a harsh Alpine Environment;</li> <li>• Ability to exercise sound judgement, initiative and carry out instructions with minimum supervision;</li> <li>• Demonstrated ability to operate as an effective team member;</li> <li>• Effective communication and interpersonal skills;</li> <li>• High standard planning &amp; organising skills;</li> <li>• Current motor vehicle licence.</li> <li>• OHS White Card (or equivalent)</li> </ul>
Desirable Criteria	<ul style="list-style-type: none"> <li>• Heavy Rigid truck endorsement</li> <li>• Front End Loader/ Backhoe ticket</li> <li>• Confined Space Entry ticket</li> <li>• Working at Heights Ticket</li> <li>• Welding tickets</li> <li>• Previous experience working in an Alpine Resort</li> </ul>

<p>Behaviours Required</p>	<ol style="list-style-type: none"> <li>1. Teamwork</li> <li>2. Customer focus</li> <li>3. Solutions driven</li> <li>4. Innovative</li> <li>5. Honesty and Integrity</li> </ol>	
<p>Key Performance Indicators</p>	<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers 100% of the time.</li> <li>• Ensure all communications with all staff and stakeholders, are in line with the organisations strategic goals and timelines 100% of the time</li> <li>• Respect confidentiality 100% of the time.</li> </ul>
	<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Ensure accurate documentation and recording of all service and maintenance records according to relevant operational and regulatory policy and procedures 100% of the time.</li> <li>• Maintain currency of licences as required for the role 100% of the time.</li> </ul>
	<p><b>Operational</b></p>	<ul style="list-style-type: none"> <li>• Ensure accurate and timely service and maintenance of all plant and equipment 100% of the time. Manage stock control in accordance with relevant delegations and ordering procedures 100% of the time.</li> <li>• Contribute to the development of task based risk assessments and any controls as required 100% of the time.</li> <li>• Utilise the Falls Creek Asset Management System as required for delivery and logging of work tasks.</li> <li>• Liaise regularly with the Operations Manager and report any operational issues in accordance with delegated responsibility 100% of the time.</li> </ul>
	<p><b>Occupational Health &amp; Safety</b></p>	<p>Contribute to and maintain the positive safe workplace by -</p> <ul style="list-style-type: none"> <li>• Maintaining all necessary competencies</li> <li>• Ensuring all reasonable steps are taken to protect personal safety at work 100% of the time by                             <ul style="list-style-type: none"> <li>• personally following established work procedures (as per training),</li> <li>• ensuring immediate work area and equipment is maintained and used safely (as per training), reporting any safety concerns and/or incidents immediately to management,</li> <li>• contributing to FCRM safety activities and assist FCRM to continually improve overall safety performance and standards and</li> <li>• complying with any and all relevant PPE requirements.</li> </ul> </li> </ul>
<p>Organisational Values</p>	<p><b>Integrity</b></p>	<ul style="list-style-type: none"> <li>• Consistent, trustworthy and transparent 100% of the time.</li> </ul>
	<p><b>Vibrancy</b></p>	<ul style="list-style-type: none"> <li>• Maintain a positive and enthusiastic approach to work in the unique environment of Falls Creek</li> </ul>

	<b>Environmentally aware</b>	<ul style="list-style-type: none"> <li>Strives to protect and enhance Falls Creek’s natural environment, our greatest asset.</li> </ul>
	<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Contribute to team efforts and commit to team goals 100% of the time.</li> </ul>
	<b>Respect for people</b>	<ul style="list-style-type: none"> <li>Display mutual understanding and respect for each other as team mates and also for our guests and stakeholders 100% of the time.</li> </ul>

## Tasks and Responsibilities

### For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment and victimisation policies.
- Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all Falls Creek Resort Management Policies and Procedures.
- Participate in the development of policies and procedures as appropriate.
- Attend and participate in all staff meetings and educational sessions as requested.
- Follow direction provided by management where authorised.
- Provide a high level of customer service and positive interaction with key FCRM work group areas.

### For the Job

- Undertake all workshop and mechanical duties as required.
- From time to time assist other areas of the business with activities based on interest and expertise.
- Assist with programming and implementation of servicing schedules and follow up repairs to minimise downtime and prevent costly repairs.
- Assist with risk assessments of all plant and workshop areas.
- Ensure documentation is kept up to date, including work procedures, operation and maintenance manuals and Safe Work Method Statements.
- Comply with relevant statutory/legislative codes and Australian Standards for safe operation of all equipment.
- Execute Job Safety Analyses for tasks as required
- Report any significant matters arising in the course of duties in a timely manner to the manager.
- Assist with record maintenance on all plant and equipment relating to condition and expenditure to enable management to budget for replacement.
- Assist with the control of all stock required for servicing and overhauls to ensure maximum availability and minimum downtime.
- Ensure the workshop area is kept clean and tidy at all times.
- Assist with the procurement of equipment, parts and materials required for work execution.
- Ensure effective and positive communication with colleagues and clients.
- Implement and facilitate the achievement of outcomes in accordance with Falls Creek Resort Management practices including financial resource delegations and relevant legislation on Occupational Safety & Health and Equal Opportunity.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Falls Creek Resort Management.

Name \_\_\_\_\_

Date \_\_\_\_\_