

# POSITION DESCRIPTION

|                         |                                      |
|-------------------------|--------------------------------------|
| <b>Title:</b>           | Diesel Mechanic                      |
| <b>Employment Type:</b> | Full Time – 40 hours per week        |
| <b>Location:</b>        | Traralgon Workshop                   |
| <b>Reports to:</b>      | Work Shop Supervisor & Fleet Manager |

## Company Overview:

LV Bus Lines is a family owned company that has been serving the public transport needs of Latrobe Valley and Gippsland residents for several decades. Providing inter and intra town routes, school bus, V/Line and charter bus services, LV Bus Lines has more than 120 employees operating a fleet of more the 90 buses across three depots, in Morwell, Moe and Traralgon.

As a long standing employer in the Latrobe Valley, LV Bus Lines prides itself on being an employer of choice and place where people want to work. We are committed to providing a healthy, professional and rewarding workplace, whereby our team can deliver efficient, reliable, courteous and safe bus transport within the Latrobe Valley and Gippsland community.

## Latrobe Valley Bus Lines' Mission:

To provide a quality, safe public bus service that is dependable, accessible and responsive to the needs of the Latrobe Valley and Gippsland community.

## Mandatory Requirements:

- Qualified Diesel Mechanic/Motor Mechanic with trade certificate experienced in working with heavy vehicles
- Holder of a valid and current full Victorian Drivers Licence with a minimum endorsement of Heavy Rigid classification (non-probationary)
- Comply with Driver Accreditation requirements regarding driving record, criminal record and medical guidelines issued by Victorian Taxi Directorate.
- Meet the requirements of and hold a valid 'Working with Children' Employee Certificate.

## Key Responsibilities:

### Workshop

- To identify mechanic faults and defects with company vehicles, and carry out necessary maintenance and repairs with accordance to priorities
- To carry out regular cyclical maintenance and services on company vehicles and complete and maintain all compulsory records in accordance with compliance obligations
- Assist with regular vehicle inspections by the Road Transport Authority when required
- To carry out mechanical repairs and maintenance on company vehicles as directed by the workshop supervisor
- Compile with Workshop Occupational Health & Safety standards and procedures

- Carry out other workshop duties as required

### **Key Selection Criteria:**

- Sound knowledge of the mechanical workings of diesel engine vehicles and experience in identifying mechanical problems within these vehicles
- Proven experience in carrying out mechanical repairs and cyclical maintenance on diesel engine vehicles, preferably buses
- Willingness to be adaptive and work within a multi-skilled environment
- Ability to work both independently and within a team environment
- Ability to drive, manoeuvre and control company vehicles to the competency levels and standards required by road laws, government regulations and company procedures
- Ability to effectively communicate with a diverse range of people
- Written and verbal communication skills including the ability to read and understand workplace policies and procedures, and complete forms and compliance documentation
- Strong time management skills and ability to meet timetables without compromising safety
- Capacity to manage conflict in a constructive manner and to solve problems
- Knowledge of and compliance with current road traffic laws, laws and regulations relating to driving heavy vehicles/commercial passenger vehicles and laws relating to the respective field of driving i.e. Route services, school bus, charter.
- Ability to sit for protracted periods and work in restricted spaces

### **Optional Qualifications and Experience:**

- Experience in operating two-way radio/communication system

### **Employment Conditions:**

- Latrobe Valley Bus Lines Workshop Employment Agreement 2014
- All new appointments are subject to six months probationary period which may be subject to review.
- A performance review will be conducted within the first 6 months of employment

### **Other Relevant Information:**

The following State and Federal Legislations are relevant to this position:

- Occupational Health and Safety Act 2004
- Road Safety Act 1986 & Road Safety Road Rules 2009
- Bus Safety Act 2009 & Bus Safety Regulations 2010
- Transport Regulation Act 1983 & Amendments
- Disability Discrimination Act 1996
- Human Rights & Equal Opportunities Commission Act 1986
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Information Privacy Act 2000
- Fair Work Australia Act 2009
- Heavy Vehicle National Law Application Act 2013

### **About the Position Description:**

As LV Bus Lines evolves to meet the changing needs of our market, so will the roles required of its staff. As such, staff should be aware that this document is not intended to represent the role in its

entirety and for perpetuity. The role statement is intended to provide an overall view of the incumbent's role at the date of statement. In addition to this document, specific tasks and responsibilities will be described in Performance and Development Plans developed by the incumbent and relevant supervisor as part of LV Bus Lines' Performance Management process.

**Manager Authorisation:** Name:

Signature:

Date:

**Employee Acceptance:** Name:

Signature:

Date: