

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Mechanic	LOCATION:	Hamilton Island
DIVISION:	Workshop	DIRECT REPORTS:	Nil
REPORTS TO:	Workshop Manager	INDIRECT REPORTS:	Nil
DATE PREPARED:	September 2012		

JOB PURPOSE

Carries out general maintenance and repairs of all vehicles, equipment and Golf buggies on Hamilton Island, ensuring all work is carried out promptly following the correct procedures to achieve a high standard of product quality.

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Under the direction of the Workshop Manager ensures all vehicles and equipment on Hamilton Island are maintained and repaired on a timely basis as directed, ensuring a high standard of product quality
- Prioritise and attend to urgent repairs of any description required
- Maintain a clean work environment
- Responsible for the maintenance and security of all tools which are the property of HIE
- Maintain accurate records of times and materials used on all workshop requisitions, attention to detail
- Ensure allocated vehicles are maintained in a clean, safe and roadworthy condition at all times
- Assist any other workshop staff as requested
- Perform any other duties as requested by the Supervisor or Workshop Manager

EXPERIENCE & QUALIFICATIONS

- Certificate II in Automotive Mechanical or equivalent (Essential)
- Minimum 12 months experience in maintenance and general repairs (Essential)
- Previous experience of; small engines and vehicles. (Essential)
- Current QLD Drivers License (Essential)
- Previous experience in maintaining and repairing golf buggies (Desirable)
- Forklift License (Desirable)

PERSON SPECIFICATION/SKILLS

- Able to work in small team and autonomously
- Motivating personality
- Creativity and initiative
- Positive attitude
- Team worker
- Prepared to be available for any emergency callout

KEY WORKING RELATIONSHIPS

- All departments
- HIE Executive Team and Stakeholders