

## Job Description

### Heavy Diesel Mechanic

New **Incumbent** GreymouthFinancial Delegation Report to **Functional Relationships Internal****Functional Relationships External**

### Objective

1. Support all Workshop activities
2. Undertake Heavy Diesel Mechanic activities throughout branch's respective district  
(May include frequent driving to attend to on-site plant repairs)
3. Adherence to Company policy and compliance with Health and Safety in all tasks

### Conduct

- Live the Westroads Values
- Wearing correct company branded PPE
- Ensure your PPE is in good order
- Avoid bad language especially when working in public locations
- Be courteous and polite to workmates, customers and members of the public at all times
- Racial, sexual or any other form of discrimination is not acceptable
- Conduct yourself in a way that lifts the company's reputation
- Do not argue with clients or public; refer to supervisor
- Do not engage the media nor make statements on behalf of Westroads

### Work tasks

**Mechanic**

- Diagnose and repair a variety of vehicles and plant and equipment
- Routine maintenance of vehicles and plant including WOF and COF
- Ensure all OEM safety devices are fitted and are fully operational before handing over to operator/end user
- Check all plant are fitted with Fire Extinguisher/First Aid kit etc. before handing over to operator/end user
- Assist with Engineering tasks
- Other duties as directed by the Workshop Supervisor;
- Comply with Health and safety requirements in all tasks

**Workshop / Storeroom**

- Housekeeping of workshop and store room
- Taking care of workshop tools and equipment

**Admin**

- Accurate record keeping
- Stock take when required as requested by workshop Supervisor

**Other**

Other duties as directed by the Workshop Supervisor

## Staff Health and Safety

- Understand your responsibilities under the Health & Safety at Works Act 2015.
- Know and apply Westroads Health and Safety Manual and apply industry best practice.
- Comply with regulatory requirement
- Comply with company policies, plans and procedures
- Comply with Drug and Alcohol Policy
- Promote a safe workplace culture
- Report all accidents and incidents
- Correct and report any dangerous or unsafe practices immediately to supervisor
- Complete Take 5 and vehicle pre-starts

## Environmental

- Identify and control hazards that may affect the environment
- Always read the material safety data sheet(MSDS) before using any chemicals/products

## Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc.
- Communicate problems or issues in a timely manner to direct supervisor
- Communicate with public in a respectful and professional manner
- Communicate with Westroads staff in a respectful and professional manner

## Work Activities

Mainly indoors in a workshop but may work outdoor on worksites;

- Frequent driving to attend to on-site plant repairs;
- Frequently works with automotive chemicals;
- May work alone;
- Heavy to very heavy physical demand levels;
- Frequently lifts and carries materials and tools;
- Stands frequently for most work;
- Occasionally walks about the area to move equipment and materials;
- Occasionally sits or lies down.
- Frequently squats, crouches, bends and kneels;
- Occasionally twists body or neck;
- Repetitive hand and arm movements possible.
- Driving is required from light- to heavy vehicles.
- Hand and power equipment / tools will be required to carry out work tasks.
- Mental activities necessary include practical, organisational and problem-solving skills.