DIESEL MECHANIC
Permanent full time
EMPLOYMENT PACKAGE
Positions Vacant

Suncoast Christian College is established as a ministry of Suncoast Christian Church, a member of Christian Outreach Centres Australia.

Situated on the beautiful Sunshine Coast, this well-established Pre-prep to Year 12 co-educational, Christian College of 800 students invites applications from suitably qualified passionate and dynamic applicants with who are supportive of the aims of Christian Education.

This is a permanent full time position commencing in November 2016. The College operates a fleet of air-conditioned buses dedicated for Suncoast students and for charter use. The Diesel Mechanic ensures the safe and economical operation of the College Transport Fleet. The maintenance workshop is located at Forest Glen.

The successful applicant will have the relevant trade qualifications with previous experience in bus maintenance and a current HR license. Must be proficient with Word, Excel, Outlook and data entry.

The successful applicant will be able to use diagnostic scan tools on all makes and models, including Cummins, Daewoo, Fuso/Mitsubishi, Allison, ZF, Wabco and able to carry out repairs on CAN Bus systems, including Chiron and Viti King Long. It would be advantageous to have welding experience.

Applicants are to complete and submit the on-line Application for Employment form on the College website. The form enables applicants to attach covering letters and CV and other supporting documentation and then submit their application.

Queries about the position can be made to the Principal’s Assistant, Ms Michelle Frost, at mrfrost@suncoastcc.qld.edu.au.

Receipt of your application will be acknowledged by email.

The Selection Process

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels’ decisions within two weeks of the position being filled.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.
General Employment Conditions

Wages and conditions of employment will be in accordance with the relevant award and the Suncoast Christian College Collective Enterprise Agreement 2014.

Payments are made directly to a bank/credit union account on a fortnightly basis. The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to.

The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.

All new employees undergo an induction upon commencement of employment.
Position Description - DIESEL MECHANIC

1. **EMPLOYMENT STATUS:** Permanent full time
2. **DAYS & HOURS:** Monday – Friday 8:00am – 4:06pm
3. **ANNUAL LEAVE:** 4 weeks
4. **SECTION:** Transport
5. **MAIN PURPOSE OF THE POSITION:** To ensure the safe and economical operation of the Transport Fleet
6. **POSITION IN THE ORGANISATION:** (refer organisational chart)
7. **DIRECTLY RESPONSIBLE TO:** Transport Manager
8. **KEY RESPONSIBILITIES:**

Consistent with the Biblical basis of the College and under the guidance and direction of the Transport Manager:

   a) ensure all Buses are ready for College services on a daily basis;
   b) carry out mechanical repairs and preventative maintenance on the Transport Fleet;
   c) maintain adequate maintenance records on all transport vehicles;
   d) monitor Bus Driver Daily Inspection Records, Bus Maintenance Requests and Defect Notices;
   e) attend to breakdowns in buses (actual and potential) as requested, including emergency calls out of hours;
   f) remain informed of all current requirements pertaining to the Transport Fleet under the Queensland Transport Act;
   g) maintain sufficient stock levels of oils and parts, perform annual stocktakes;
   h) ensure that all requirements and directives of Queensland Transport and the relevant legislative requirements are implemented throughout the fleet and that all vehicles comply with the appropriate standards;
   i) drive school or charter buses when required by the Transport Manager; and
   j) assist the Transport Manager in training and performance management of Transport Drivers.

9. **GENERIC WORK SKILLS & DISPOSITIONS:**

   a) **Interpersonal Relationships**
      - Works effectively and co-operatively with other team members.
      - Considers impact of own actions on other team members, students and parents.
      - Is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach.

   b) **Professionalism**
      - Attendance at meetings.
      - Punctuality and adhering to timelines.
• Dress standard.
• Engagement and contribution.
• Adherence to code of conduct.

c) Analysis & Problem Solving
• Breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose.
• Seeks further information or a greater understanding of a situation.
• Uses logical and rational judgement and criteria.
• Approach is underpinned by Christian worldview.
• Thinks and works ethically and wisely.

d) Communication
• Confidently represents self and the College.
• Effective in verbal, written, and electronic communication within and outside the College.
• Adjusts style to suit the person and the scenario.

e) Forward Thinking & Planning
• Anticipates tasks, situations and future events taking into account the College calendar, colleagues and others.
• Manages time effectively.
• Anticipates implications due to changed circumstances.

f) Responsibility & Accountability
• Demonstrates initiative.
• Responds positively to accountability and direction.
• Is accountable for their decisions and individual outcomes.

g) Adaptability
• Adopts a flexible approach to new or changing situations.
• Is open to suggestions for doing things differently.
• Encourages others to embrace new ways of doing things.

h) Decisiveness
• Prepared to make decisions.
• Makes timely decisions.
• Commits to a definite course of action.
• Decisions and actions taken are appropriate to the situation.

i) Productivity
• Has processes to achieve required outcomes.
• Maintains quality at all times.
• Uses assigned resources to achieve desired objectives.

10. WORK HEALTH & SAFETY:
 a) promote a positive safety culture in the College;
 b) support the Transport Manager in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS;
c) assist with the integration of the WHS Management System with other management functions of the College;
d) comply with the College’s WHS policy, safe work procedures, instructions and rules;
e) identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Head of Science;
f) adopt risk management strategies to minimise risk of injury to people and property in the workplace;
g) be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work;
h) cooperate with the Transport Manager or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare of the College or any other person;
i) attend WHS education and training opportunities, as provided and apply learning;
j) report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
k) ensure own work areas are tidy and safe; and
l) specific WHS roles and responsibilities include:
   • perform duties in a safe and responsible manner;
   • comply with reasonable instructions from the Head of Science to carry out a safe work procedure;
   • wear supplied personal protection equipment;
   • be familiar with the safety data sheets (SDS) for any chemicals used and abide by the directions therein, particularly for use and storage;
   • do not bring unapproved chemicals on site; and
   • cooperate in the annual WHS auditing process.

11. OTHER TERMS & CONDITIONS OF POSITION:

a) Confidentiality - The College’s affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.

b) Personal Development - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College’s performance review program and bring to the attention of the Head of Science any needs for personal professional development.

c) Inherent Requirements - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

d) Working Hours – Your working hours are according to the above days and times. The College may require you to work for reasonable periods out of hours in relation to
extracurricular activities. Time off in lieu in exchange for these periods is to be taken within six months of the activities.

**e)** The terms of the Suncoast Christian College *Collective Bargaining Agreement* (EBA) apply to your employment.

**f)** The College retains the **right to re-allocate or change your duties** as the need arises.