



**BOURKE  
SHIRE  
COUNCIL**

# **JOB VACANCY**

## **APPRENTICE HEAVY COMMERCIAL**

### **THE JOB:**

To complete training in the maintenance and repairs of heavy commercial vehicles and equipment, and to undertake the duties of position to the expected standard.

### **ABOUT US:**

We are committed to providing a welcoming workplace where everyone feels respected, safe, and supported. This means we value team players with a positive attitude, respectful behavior and a keenness to learn.

### **IF YOU HAVE SKILLS THAT MATCH OUR JOB, AND:**

- Take pride in your work
- Enjoy being part of a team
- Keen interest in automotive or mechanical work
- Have a Class C Driver Licence, or Provisional Driver Licence

### **THEN WE WILL OFFER YOU:**

- 9-Day Fortnight
- 11% Superannuation
- 6.5 weeks long service leave after 5 years continuous service
- Opportunity to learn new skills in a supportive environment



**APPLICATIONS  
CLOSE 4:30pm  
MONDAY,  
13 MAY 2024**

The Application Pack is on our website: [www.bourke.nsw.gov.au/council/positions-vacant](http://www.bourke.nsw.gov.au/council/positions-vacant).

### **LIKE MORE INFORMATION?**

Please contact  
Coordinator Road Operations, Chris Morrall,  
on 02 6830 8000 or  
[jobs@bourke.nsw.gov.au](mailto:jobs@bourke.nsw.gov.au)

**Work in Bourke!**  
[www.visitbourke.com.au](http://www.visitbourke.com.au)



**BOURKE  
SHIRE  
COUNCIL**

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Email: [bourkeshire@bourke.nsw.gov.au](mailto:bourkeshire@bourke.nsw.gov.au)  
Web: <http://www.bourke.nsw.gov.au>

<b>Position</b>	Apprentice (Heavy Commercial Vehicle)
<b>Reports To</b>	Workshop Supervisor
<b>Department</b>	Road Infrastructure
<b>Grade</b>	Not applicable. Refer to Award rates of pay
<b>Date Revised</b>	April 2024

This position description broadly describes the accountabilities, duties and conduct of an employee of Bourke Shire Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

### **Primary Purpose**

To complete training in the maintenance and repairs of heavy commercial vehicles and equipment, and to undertake the duties of position to the expected standard.

### **Council Values**

Council's values of Openness, Honesty, Respect, Accountability, Objectiveness, Leadership, Selflessness and Integrity guide the decisions, actions and conduct of all employees.

### **Core Accountabilities**

- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.
- Assist in maintenance and repairs of heavy and light plant and equipment.
- Complete Certificate III in Heavy Commercial Vehicle Mechanical Technology.
- Complete on-the-job training.
- Follow reasonable instruction.
- Work as a member of a team and contribute to team goals.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.

The employee is required to undertake any other duties, projects or tasks as directed by the manager/ supervisor, which are within his/her skills, competence and training.

The employee is to comply with the organisation's Code of Conduct, policies, and procedures (as varied from time to time) and undertake training and development to maintain up-to-date skills, knowledge, and qualifications.

### **Essential Criteria**

1. Obtain Record of School Achievement (RoSA).
2. Willing to complete Certificate III in Heavy Commercial Vehicle Mechanical Technology.
3. Able to read, write and complete basic maths calculations.
4. Keen interest in automotive or mechanical work.

5. Able to listen and follow all reasonable instructions.
6. Ability to work as a member of a team.
7. Class C NSW Driver Licence, or Provisional Driver Licence with commitment to obtain full Class C Driver Licence.

**Desirable Criteria**

1. WHS General Construction Induction (White) Card.
2. Completion of either Certificate I or II in Automotive.
3. Experience in the automotive industry or metal fabrication.

Date:

Agreed:

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Employee Name (please print)

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Employee Signature