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## Position description

### Details

<b>TITLE</b>	District Mechanical Officer	<b>POSITION NUMBER</b>	As advised
<b>CLASSIFICATION</b>	DMO Grade 1	<b>REPORTS TO</b>	District Mechanical Officer – OIC
<b>DIRECTORATE/ REGION/TEAM</b>	Infrastructure Services / Fleet & Protective Equipment	<b>LOCATION</b>	As advised
<b>DIRECT REPORTS</b>	Nil	<b>DATE</b>	May 2023

### Our organisation

**WHO WE ARE** CFA is a Statutory Authority accountable to government for the delivery of emergency services through its paid and volunteer workforce

**VISION** Victorian communities are prepared for and safe from fire

**MISSION** To protect lives and property

### Our values and guiding principles

These key behaviours are consistent across CFA and all staff will perform their positions in accordance with the following:

**We put SAFETY first** We are committed to ensuring the safety of the communities we protect. We actively pursue zero harm. We want everyone to get home safe and well. We have a harmonious workplace. We encourage discussions on safety matters.

**We excel through TEAMWORK** We work together to achieve our mission. We openly share information and resources and acknowledge each other's strengths. We work cooperatively in inclusive teams. We work collaboratively for the benefit of the Victorian community. We respect and embrace open communication.

**We are dynamic and ADAPTABLE** We are dynamic and constantly adapting in response to community need. We are open to the challenge of a changing environment. We are proactive and make it happen. We challenge the status quo and recognise innovators. We learn from each other and our community.

**We act with INTEGRITY** We act with integrity at all times. We are truthful, open and honest. We consistently lead by example. We make transparent and timely decisions. We speak up if we see something wrong. We are accountable and will hold one another to account.

**We RESPECT each other** We treat everyone fairly & with respect. We acknowledge each other's ideas, opinions & contribution. We welcome diversity. We show empathy & understanding. We respect the time of our people.

**Victorian communities are prepared for and safe from fire**

OUR VISION

## Primary purpose

CFA critically relies on its fleet of firefighting and specialist appliances in order to meet its service delivery obligations to Victorian communities. The Fleet Maintenance department is part of the Fleet and Protective Equipment team and is responsible for the maintenance, refurbishment and disposal of over 2000 first response appliances and equipment.

Grade 1 District Mechanical Officers carry out mechanical tasks associated with the maintenance and servicing of fleet assets as directed by the Officer-in-Charge ensuring relevant safety standards and maintenance procedures are adhered to.

## Specific duties and accountabilities

- Under the direction of the relevant workshop OIC, carry out preventative maintenance, corrective maintenance and approved modifications to fleet assets
- Ensure fleet assets are maintained in accordance with appropriate industry standards and relevant CFA maintenance procedures.
- Maintain accurate records and documentation on work performed
- Create electronic Work Orders utilising CFA software.
- Liaise with Brigade members regarding proposed work and work performed.
- Report to the Officer-in-Charge on maintenance, administrative and technical matters.
- Ensure that Industrial Safety Standards are observed.
- Other reasonable duties as required

## Safety, Wellbeing and Environment

CFA employees have specific accountabilities for safety, wellbeing and environment (SW&E) at work. They must:

- Comply with all measures taken to safeguard them while at work, including SW&E policies, procedures and instructions.
- Attend any training or briefing required to provide them with SW&E information needed to carry out their role safely.
- Report any SW&E incident, near miss or unsafe situation without delay.
- Become familiar with emergency and evacuation procedures and comply with any instruction given by nominated people (such as fire wardens or first aiders) in the event of an emergency at their work location.
- Use and maintain any safety devices and/or personal protective equipment provided for their safety.
- Be conscious of the importance CFA places on environmental care and take steps to ensure that no environmental harm results from any of their actions.
- Act in a manner which demonstrates a commitment to CFA Child Safe policies and comply with the Victorian Government Child Safe Standards.
- CFA employees act in an environmentally responsible manner at all times.

## Inclusion and Fairness

- Act in a manner which demonstrates a commitment to CFA Inclusion and Fairness policies, procedures and regulations.

## Code of Conduct and Behavioural Standards

- Demonstrate CFA values and behaviours and comply with the Code of Conduct and Behavioural Standards.
- Follow the guiding principles to:
  - Act with integrity at all times
  - Be truthful, open and honest
  - Treat everyone fairly and with respect, including other CFA Members, Officers, CFA visitors and members of the public.

## Policies and Procedures

- Comply with CFA policies, procedures and regulations

## Child Safety

- At CFA, we are committed to creating a child safe environment that promotes the safety and wellbeing of all children and young people with whom we have contact. CFA has a zero tolerance to all forms of child abuse and harm and will act to protect children and young people by effectively responding to allegations and complaints, including reporting matters to relevant authorities. Children within CFA are supported to express their culture and enjoy their cultural rights. CFA has a zero tolerance of racism and expects staff will act on any incidents of racism. There is an expectation that all staff have, and maintain, a commitment to child safety, equity and inclusion, and cultural safety

## Key selection criteria

- Qualifications:
  - Qualified Motor Mechanic
  - Heavy Rigid Driver Licence (To be obtained within time frames set out by CFA if not held)
  - Ability to maintain safety at an Incident Scene and render assistance to others (First Aid L2) (To be obtained within the timeframes set out by CFA if not held)
- Proven ability to work as part of a team and actively participate in team discussion.
- Demonstrated effective interpersonal and communication skills (Both oral and written)
- Proven ability to maintain a safe work environment.
- Demonstrated initiative to seek tasks.

## General requirements

- Hold a valid Working with Children Check
- Be prepared to participate in Incident Management support roles appropriate to experience and qualifications.