CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Heavy Vehicle Mechanic

Classification: Trade General Service Officer Level 5/6/7/8

Position number: SWM015, several

Division: Transport, Territory and Municipal Services (TTMS)

Business unit: Fleet Operations

Location: North, South and Central Region Depots

Reports to: Director, Fleet Operations

Date last reviewed: September 2026

Position requirements: See Compliance Requirements/Qualifications.

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Transport, Territory and Municipal Services

Transport, Territory and Municipal Services (TTMS) delivers essential services Canberrans rely on each day including integrated public transport and public libraries as well as providing administrative oversight to the ACT Public Cemeteries Authority. It is also responsible for Domestic Animal Services, and commercial operations including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen.

Transport Canberra (TC) is responsible for the management of Canberra's integrated public transport network, including a bus fleet of around 450 buses. TC also oversees the contract management of Light Rail under a public-private partnership between Canberra Metro and the ACT government. TC currently employs over 1,000 employees and develops public transport policy and delivers a range of services to support the successful delivery of public transport services including bus scheduling, purchasing of bus assets and the delivery of an integrated public transport ticketing system.

BUSINESS UNIT OVERVIEW

The Fleet Services team delivers all tasks associated with the maintenance, repair and operational readiness of Transport Canberra's commuter bus fleet which currently exceeds 450 in-service vehicles. The team consists of skilled non trades and skilled trades staff performing a variety of roles including vehicle cleaning and fuelling activities, heavy vehicle mechanical maintenance and repair, vehicle exterior and interior panel repair, vehicle refinishing and electronic equipment repair.

General maintenance and repair activity are carried out within the Operational Depots which is supported by the Major Unit Overhaul Workshop that perform major accident repairs, vehicle interior and exterior refurbishment, engine and transmission reconditioning services. The workshops are supported by inventory and supply sections co-located with the workshop ensuring the supply of all components and materials required to support vehicle maintenance and repair operations.

The Transport Canberra Fleet Services team is focussed on providing a high level of customer service and sustainable transport outcomes by providing clean, safe and on-time availability of bus fleet to meet network operational requirement.

POSITION PURPOSE

As a heavy vehicle mechanic, you will be required to undertake maintenance and/or repair activities to the full range of Fleet vehicles, while adhering to safe working practices. You will be required to prioritise work activities to ensure that peak vehicle availability is met, liaising with other work groups and/or individuals to ensure tasks are completed within a designated timeframe, taking into account quality control measures. Provide assistance with projects, including modification programs and actively assist in the training and development of apprentices and staff. You will actively participate in all rostered shifts.

DUTIES / RESPONSIBILITIES

1. Under general supervision either individually or in a team environment, undertake maintenance and/or repair activities to the full range of Fleet vehicles owned and operated by Transport Canberra.
2. Promote a high standard of mechanical repair and maintenance services, while adhering to safe working practices.
3. Prioritise work activities to ensure that peak vehicle availability is met while ensuring quality work standards are maintained.
4. Liaise with other work groups and/or individuals to ensure tasks are completed within a designated timeframe, taking into account quality control measures.
5. Provide assistance with projects, including modification programs.
6. Actively assist in the training and development of apprentices and staff.
7. Ability and willingness to obtain and maintain relevant licences, certifications, and qualifications required to support organisational objectives across a diverse fleet of vehicles and associated systems
8. The position is generic across the Transport Canberra workshops and applicants may be required to move within Transport Canberra to any designated location, as directed based on operational needs.

For Everyone: Follow work health and safety procedures diligently. Take responsibility for your own safety and the safety of those around you.

For Supervisors: Implement the CED work health and safety management system effectively. Ensure the safety of yourself and those under your supervision by taking reasonable care.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. The ability to set priorities and work effectively in a time pressured environment either individually or as part of a team.
2. The ability to follow workshop practices and procedures to produce quality maintenance and repair results.
3. The ability to be self-motivated and the ability to learn new aspects of the mechanical industry.
4. Effective verbal and written communication skills and the ability to work as part of a team.

5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Drivers Licence (C-class) is mandatory with the ability to obtain a HR class.
- Relevant recognised trade qualifications and or certificates are mandatory.
- The ability to work rostered shifts, from early morning to late at night including regular weekend rostered overtime.
- A pre-employment criminal history check will be conducted.
- This position requires a pre-employment medical.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Heavy Vehicle Mechanic (position number SWM015, several) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	**FREQUENCY**
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation ***The position in an activity-based work environment***	Occasionally

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Frequently

Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Frequently
SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Frequently

MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Frequently
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Frequently
Excessive noise	Frequently
Low lighting	Frequently
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently