



Position Description

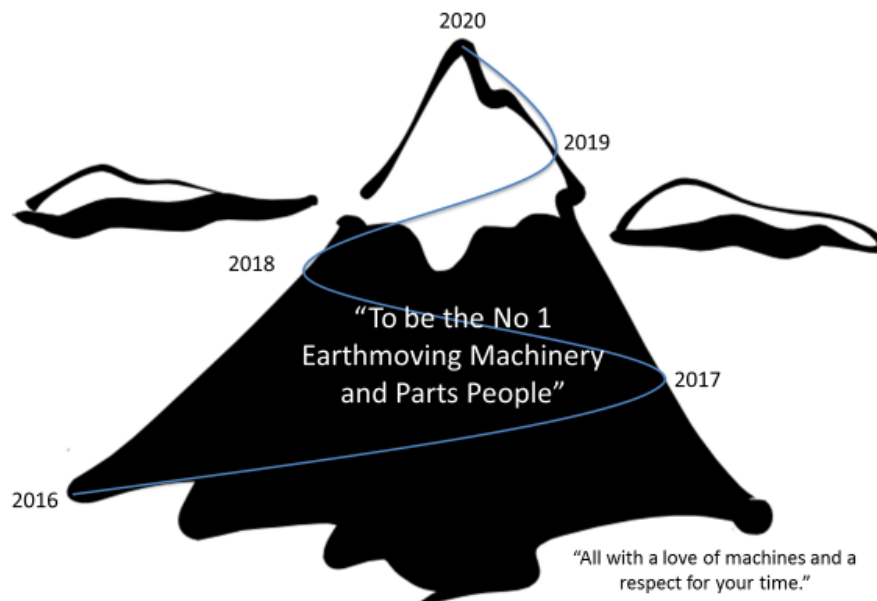
Machinery Mechanic

About Us

Tilly's Crawler Parts Pty Ltd was established in 1984 by Andrew Tilly and is now one of Australia's most successful suppliers of quality alternative parts to the earthmoving and excavation industry.

The business has developed since its establishment and we are still passionate about sourcing the best quality new and second-hand parts from within Australia and around the world.

Our Vision



Core Values of Tilly's Crawler Parts Pty Ltd

Pride
Passion
Fairness

Ethics
Commitments
Community Effect
Solution Focused

Well Being
Loyalty
Value Based

Your Position:

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance of each of these.

Reports To:	Leading Hand - Machinery
Direct Reports:	None
Purpose of the position:	<p>To make a positive contribution to the success of the company through repairing and maintaining machinery and mechanical equipment such as engines, motors, components and equipment to ensure the smooth running of Tilly's plant and equipment as well as parts dismantled for sale to clients.</p> <p>To maintain the philosophies embodied in the Corporate Vision Statement.</p>
Responsibility	Task
Mechanical Duties	<ul style="list-style-type: none"> ➤ Perform servicing, maintenance, trouble shooting and repairs on plant, equipment and parts as follows: <ul style="list-style-type: none"> ○ Observe mechanical devices in operation and listen to locate causes of trouble ○ Dismantle devices to gain access to and remove defective parts ○ Examine form and texture of parts to detect imperfections ○ Inspect used parts to determine changes in dimensional requirements ○ Adjust functional parts of devices and control instruments ○ Repair or replace defective parts in plant and equipment ○ Install special functional and structural parts in devices ○ Start devices to test their performance ○ Dismantle components and machinery ○ Lubricate and clean parts ➤ Set up and operate lathe, drill press, grinder and other metalworking tools to make and repair parts ➤ Servicing of Company vehicles as required ➤ Perform quality checks on new and second hand parts prior to installation in machinery ➤ Perform Mechanic – Dismantling duties when required for operational reasons

Recording and Parts Processing	<ul style="list-style-type: none"> ➤ Ensure parts and components are labelled with appropriate tags ➤ Record machine numbers of parts and components appraised ➤ Advise second hand stores staff of parts required to conduct repairs and process return of unused parts correctly ➤ Advise supply chain staff of parts required to conduct repairs and process return of unused parts correctly
Quality Control	<ul style="list-style-type: none"> ➤ In cooperation with your Manager, proactively identify and implement best practice and high-quality processes and systems ➤ Continually monitor quality in relation to second hand parts (both parts and processes) ➤ Adhere to all company policies in relation to quality control and follow established systems and procedures ➤ Complete all relevant documentation and reporting relating to quality control as required
Safety, Health and the Environment	<ul style="list-style-type: none"> ➤ Comply with any relevant legislation, standards, and codes of practice applicable to your work ➤ Comply with reasonable company policies, procedures, instructions or directions of your Supervisor or management ➤ Inform your Manager and the SHE Manager of any information or changes to your personal circumstances that may affect your safety or the safety of others in the workplace ➤ Participate in any workplace investigation, rehabilitation and return to work plan, or any other relevant consultation, training, tool box talks etc where required
Any other duties as directed by management from time to time	

Your Skills, Experience and Behaviours:

When we look at our team, we look for two key things – 1) their **ability** to do the role (technical skills and experience); and 2) **how** they do the role (their behaviours). These are equally important to us.

Skills	<ul style="list-style-type: none"> ➤ Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals ➤ Ability to write routine reports and complete basic forms and paperwork ➤ Basic computer skills including Internet and Outlook and the ability to enter data ➤ Proven ability in machinery problem solving, diagnosis and repairs (ideally with heavy earthmoving equipment)
Experience & Qualifications	<ul style="list-style-type: none"> ➤ Sound mechanical knowledge in relation to earthmoving equipment ➤ Current Forklift License ➤ Trade Qualifications as a General or Diesel Mechanic ➤ Current, Valid Drivers' License (desirable) ➤ Current Crane and/or Dogger Operator License (desirable)
Behaviour	<ul style="list-style-type: none"> ➤ Self-disciplined ➤ Able to work with minimal supervision ➤ Strong team player ➤ Must be honest and ethical ➤ Committed to maintaining a safe work environment and minimising our impact on the environment ➤ Dedication to quality and exceptional service ethos (internal and external 'customers') ➤ Willingness to learn ➤ An understanding of how you and your role impacts on the success of Tilly's and others within the organisation, including a supportive attitude towards all work colleagues ➤ Willingness to help in other areas and multi-skill to meet operational needs

or legal guardian of the employee)