

# Role Description

## Fire Vehicle Repairer – Mechanical/Electrical/Body Work

Cluster	Stronger Communities
Agency	Fire and Rescue NSW (FRNSW)
Directorate/Branch/Unit	Business Coordination, Compliance & Reporting/ Fleet Management/ Fleet Maintenance/ Auto Electrical & Motor Mechanical/ Fire Vehicle Repair Unit
Classification/Grade/Band	Fire Vehicle Repairer Level 1
Role Number	Various
ANZSCO Code	321211
PCAT Code	1112192
Agency Website	<a href="http://www.fire.nsw.gov.au">www.fire.nsw.gov.au</a>

### Agency overview

Fire and Rescue NSW (FRNSW) is one of the world's largest urban fire and rescue services and is the busiest in Australia. Our overriding purpose is to enhance community safety, quality of life, and confidence by minimising the impact of hazards and emergency incidents on the people, property, environment and on the economy of NSW. Our capabilities extend far beyond fighting fires. FRNSW firefighters are among the most highly trained in the world. Our teams provide fire prevention, they respond to hazardous materials incidents, natural disasters and medical emergencies. Our teams also support counter terrorism operations and lead urban search and rescue operations. We are prepared for anything – helping anyone, anywhere, anytime.

### Primary purpose of the role

Maintain and repair all vehicles and appliances associated with the operation of FRNSW.

### Key accountabilities

- Undertake diagnostic testing of vehicles to identify faults or maintenance issues and undertake repairs designed to return vehicles to operational service
- Ensure that all vehicle systems and components are maintained to the required operational and safety standards
- Assist in improving and developing specialised systems and enhancements
- Undertake servicing and repairs on aerial appliances
- Utilise FRNSW systems to monitor scheduled servicing and for the entry of data associated with specific repairs

### Key challenges

- Maintain current knowledge of industry standards, changing mechanical requirements, policies, relevant legislation and operating procedures
- Diagnose faults and repair/maintenance issues, identifying appropriate repair methods
- Maintain compliance with Quality Assurance and repair standards for appliances

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader, other repairers and apprentices	<ul style="list-style-type: none"><li>• Work closely with in repair and maintenance issues</li></ul>
Fleet Officers, Transport and Recovery Operators, Fleet maintenance personnel and administrative staff	<ul style="list-style-type: none"><li>• Liaise with on service schedules, the movement, availability and requirement of vehicles, parts availability and specific requirements</li></ul>
Engineering Services Branch	<ul style="list-style-type: none"><li>• Liaise with to improve and develop specialised systems and enhancements, ensuring that they conform to relevant codes</li></ul>
Operational staff at the Fire Stations and in the field	<ul style="list-style-type: none"><li>• Provide advice on more complex matters or requirements</li></ul>
<b>External</b>	
Parts suppliers, trade and equipment representatives	<ul style="list-style-type: none"><li>• Liaise with to identify specific equipment requirements and any changes which may require a modified approach to repairs or Maintenance</li></ul>

## Role dimensions

### Decision making

- Make day-to-day decisions within the scope of the role, prioritising in accordance with agreed timeframes and level of complexity

**Reporting line:** Maintenance Controller (BAU to Fire Vehicle Repairer Team Leader)

**Direct reports:** Nil

**Budget/Expenditure:** As per FRNSW Delegations Manual

## Key knowledge and experience

1. Experience in the repair and maintenance of vehicles

## Essential requirements

1. Relevant Mechanical or Auto Electrical or Body Work (Body Building, Panel Beating, Sheet Metal work or Boiler Maker) with Motor Vehicle Trade Persons Certificate
2. Hold or willingness to obtain a HR driving licence

### Note:

- The role holder is required to work in accordance with a roster system, requiring shift work, overtime, on-call and some interstate travel for up to a week at a time
- The role holder will undertake relevant industry-based training as required
- During periods of On-Call, role holder needs to reside within reasonable work proximity to allow for required response

## Capabilities for the role

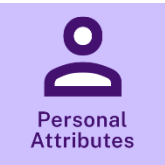



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

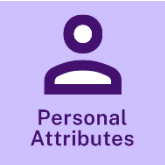



## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural Indicators	Level
 <p>Personal Attributes</p>	<p><b>Act with integrity</b></p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Work Collaboratively</b></p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>• Recognise the importance of customer service and understanding customer needs</li> <li>• Help customers understand the services that are available</li> <li>• Take responsibility for delivering services that meet customer requirements</li> <li>• Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>• Show respect, courtesy and fairness when interacting with customers</li> <li>• Recognise that customer service involves both external and internal customers</li> </ul>	Foundational
 <p>Results</p>	<p><b>Think and Solve Problems</b></p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>• Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>• Research and analyse information to make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>• Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>• Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate
 <p>Business Enablers</p>	<p><b>Technology</b></p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> <li>• Display familiarity and confidence when applying technology used in role</li> <li>• Comply with records, communication and document control policies</li> <li>• Comply with policies on the acceptable use of technology, including cyber security</li> </ul>	Foundational

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational