



RFS

MECHANICAL OFFICER

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	Field Operations Districts
Role Number	Various
Grade	RFS Level 5/6
ANZSCO Code PCAT Code	321212 1119192
Date of Approval	13 March 2024
Role Description Reference No.	RD505
Website	www.rfs.nsw.gov.au

About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

The role provides technical and mechanical services in relation to defined RFS equipment, processes, or activities so that they are effectively utilised and maintained and ready to support service delivery to better protect the community from fire.

Key Accountabilities

1. Provide and undertake technical heavy vehicle mechanical support so that fleet and asset management meets the required needs of the RFS.
2. Provide effective heavy vehicle mechanical support such as motor mechanic electrical work and welding to ensure that a standard of fleet and asset management is maintained within agreed service levels and within the scope of qualifications held.
3. Undertake testing and repairs and mechanical parts of heavy motor vehicles such as transmissions, suspension, steering and brakes to ensure timely and effective resolution of vehicle maintenance and performance issues.
4. Use the RFS approved corporate asset management system for maintenance scheduling and recording so that fleet vehicles are monitored and agreed/required work is carried out.
5. Track, monitor and report on work being carried out to maintain efficiency on the delivery of service to enable resources to be effectively managed.
6. Conduct and make recommendations on heavy vehicle repairs and maintenance at remote locations to enable an efficient and effective fleet vehicle operation.
7. Document all support and maintenance carried out on heavy vehicle mechanical support to determine relevant methods and tools to be used so changes are evaluated and planned benefits have been achieved.
8. Mentor others in the above activities when appropriate so the resolution of mechanical issues can be effectively dealt with in a timely manner.

Essential Requirements

- Current Tradesperson Certificate for repair work on – Heavy Commercial Vehicles (issued by Department of Fair Trading).
- A current Medium Rigid Driver's Licence and willingness to obtain Heavy Rigid Driver's Licence if required.
- Willingness and ability to undertake relevant Bush fire fighting operational training.
- Good general health and fitness confirmed by a medical examination.
- Knowledge and understanding of duties and obligations under the Work, Health and Safety Act and associated legislation.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

- Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures, and relevant legislation.
- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

Reporting Line

The role reports to the relevant Manager/Supervisor.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal

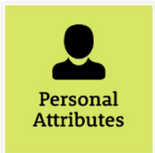
Who	Why
Manager	– Work in close collaboration to ensure the seamless delivery of services.
Team	– Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
Executive, Managers and Supervisors	– Maintain an inter-unit ‘teams based’ approach that builds capacity and has a focus on the provision of quality services.
All RFS Members	– Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.

Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	– Work collaboratively to develop and communicate relevant research and practice outcomes.

Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational

 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Project Management	Foundational
	Procurement and Contract Management	Foundational
	Technology	Intermediate

For further information regarding this role description, please contact the Recruitment Team or email Recruitment@rfs.nsw.gov.au.

