

Position Description

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| Position Title | Fire Services Mechanical Tradesperson |
| Position Number | TBC |
| Division | SERVICES |
| Branch | Fire Services |
| Salary Level | Level 5.1 |
| Reports to | Section Leader - Powerhouse |

Primary Responsibilities

Fire Service Fleet Maintenance:

- Conduct scheduled and unscheduled maintenance on Rosenbauer Fire Tenders and associated fire service equipment.
- Ensure all mobile fire service equipment is maintained in accordance with CASA MOS 139H requirements.
- Maintain accurate service records and compliance documentation for all fire service vehicles and equipment.

Technical Support & Coordination:

- Engage with manufacturers and suppliers to procure parts and specialist services.
- Coordinate third-party vendor support when required.
- Assist in developing and updating maintenance schedules and procedures.

Inventory & Workshop Management:

- Manage inventory control of parts, spares, and consumables.
- Maintain workshop cleanliness, safety, and readiness.
- Support airport mechanics with maintenance and repairs on other airport vehicles and equipment as required.
- Other duties as directed.

Key Accountabilities

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- Ensure operational readiness of fire service vehicles and equipment.
- Maintain compliance with CASA regulations and Norfolk Island Airport operational standards.
- Provide timely and accurate documentation of maintenance activities.
- Collaborate effectively with the Airport Mechanical Team and other stakeholders.
- Support emergency response readiness through reliable equipment maintenance.
- Coordinate third party vendor support as and when required.

Competencies

Technical & Regulatory:

- Trade qualification in mechanical or automotive engineering.
- Willingness to undertake Rosenbauer Fire Tender certification.
- Understanding of CASA MOS 139H maintenance standards.

Performance & Communication:

- Strong organisational and communication skills.
- Ability to work independently and within a team.
- Professional conduct and commitment to safety.

Administrative & Systems:

- Competence in using maintenance tracking systems and Office 365.
- Ability to maintain confidentiality and integrity in documentation.
- Ability to participate in Surveillance events to identify & deliver improvement opportunities.

Special Consideration

- Must be available to work outside normal hours, including weekends and short-notice callouts.
- Role requires physical capability to perform mechanical tasks and respond to operational needs.
- Training and certification will be provided; applicants should demonstrate commitment to the role and long-term availability.

Qualification:**Mandatory Certifications:**

- Trade qualifications in mechanical or automotive engineering.
- Current Class C Manual Driver's License – ability to attain HR.

Desirable:

- Experience with emergency service vehicles or heavy equipment.
- Previous experience in aviation or regulated maintenance environments.
- Fleet management and parts/stores management experience.

Acknowledgement

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

Date Authorised: August 2025