



**VEHICLE CONTROLLER TECHNICIAN**  
**Position Number: 0192 - Level: Technician 2**  
**ANZSCO: 324211**

## JOB DESCRIPTION FORM

### THE ROLE

The Vehicle Controller Technician undertakes both in-house and mobile decommissioning and commissioning requirements for Department of Fire and Emergency Services vehicles and associated componentry and equipment, including painting, body building and fabrication.

The position co-ordinates equipment requirements and carries out minor repairs as necessary, as well as delivering appliances and equipment as required. The position undertakes quality assurance on work completed internally and by external service providers to ensure the quality of work is maintained. They also provide technical advice and training as required.

### REPORTING RELATIONSHIPS

**ORG STRUCTURE:** CORPORATE SERVICES  
ASSET PLANNING AND DELIVERY  
FLEET AND EQUIPMENT SERVICES

#### THIS ROLE REPORTS TO:

Role: Workshop Supervisor (P2457)      Level: Tech 1

#### POSITIONS THAT REPORT TO THIS ROLE:

Nil

### ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

## SPECIFIC RESPONSIBILITIES

*Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.*

### **Mechanical**

- Undertakes both in-house and mobile decommissioning and commissioning requirements for vehicles and associated componentry and equipment, including painting, body building and fabrication.
- Coordinates equipment requirements and carries out minor repairs.
- Adheres to established maintenance and scheduled service procedures, repairs and labour schedules, production targets and modification requirements.
- Acquires all spare parts, components consumables and major unit assembly items required for allocated service, repair and build-up work as necessary. Ensures quality of work from external service providers is maintained.
- Carries out vehicle recovery and movements as requested.
- Participates in an out of hours roster, including returning to work outside hours as directed to undertake urgent work.
- Operates specialised equipment such as overhead cranes and vehicle hoists.

### **Administrative**

- Assists with the control, ordering and movement of stock and associated equipment and ensures prompt dispatch of changeover items as requested.
- Provides both internal and external technical advice and training as required.
- Reports and makes recommendations on improvements to scheduled servicing/maintenance procedures, work practices and associated procedures, cost controls, job scheduling, forward planning, staff training and other needs, including design and layout standards.
- Keeps supervisors and other clients informed of progress and changes priorities when requested to ensure organisational requirements are met.
- Completes worksheets, inspection forms, fault reports and other documentation as required.

### **Other**

- Assists customers with their requirements in a prompt and courteous manner and handles complaints where able to. When necessary, escalates issues on to Section Heads for further action.
- Actively contributes to a positive work environment by building and maintaining professional and productive relationships with internal and external stakeholders.
- Values difference and diversity, understands the needs of others, and shares learning by supporting and instructing apprentices on correct trade practices.
- Commits to maintaining the security, safe working environment and practices within both Fleet and Equipment Maintenance Sections.
- Performs routine cleaning and housekeeping duties in the Section and individual work areas.
- Adheres to the Code of Conduct and ensures behavior is honest, professional and ethical
- Undertakes other duties as required.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### PRE-REQUISITES

1. Possession of an unrestricted heavy rigid (HR) licence which must remain valid for the duration of employment..
2. Certification in Automotive Spray Painting or allied trade.

### ESSENTIAL

1. Experience as a spray painter and detailer in an automotive environment.
2. Ability to work effectively unsupervised and in a team environment, demonstrating personal integrity and professionalism.
3. Effective communication and interpersonal skills that demonstrate ability to build positive relationships with team members, management and clients.
4. Ability to operate, receive and give instructions clearly over an electronic network.
5. Experience and knowledge in the principles and practices of quality assurance policy and procedures.

## POSITION INFORMATION

**LOCATION:** O'Connor

**SPECIAL CONDITIONS:** The Department is an emergency services organisation and all employees may be required to work outside of normal business hours to assist with emergencies.

This position is required to be part of an out of hours contact roster and return to work outside hours when requested to complete urgent work.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.*

*Authorised and signed by:*

**DIRECTOR ASSET PLANNING AND DELIVERY**

Name: Mike Waters

Signature: 

Date: 9/11/2015

**MANAGER RECRUITMENT AND PAYROLL SERVICES**

Name: Paul Critchison

Signature: 

Date: 09.11.2015

## JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: SUE LOCKES

Signature: S. Lockes

Title: RECRUITMENT COORDINATOR

Date: 09 - NOVEMBER - 2015