



Costa Position Description

Version No:	001
Issue Date:	1/7/2026
BU/Site:	Citrus
Authorised by:	HR Manager

Costa Group Position Description

Position Title:	Farm Mechanic
Department:	Citrus
Reporting To:	Regional Farming Manager
Award:	Manufacturing and Associated Industries and Occupations Award 2020
Location:	Emerald, QLD
Key Stakeholders:	<ul style="list-style-type: none">• Regional Farming Manager• Farm Manager• Farm Staff / Equipment Operators• Admin / Accounts Team• WHS Manager (where applicable)• External Contractors• Seasonal Workforce

1. Primary Objective of Position:

Carry out the inspection, diagnosis, servicing, maintenance, and repair of light and heavy vehicles, plant, and associated equipment in accordance with manufacturer specifications, organisational procedures, and industry standards.

Ensure all work is performed in compliance with workplace health and safety (WHS) requirements, including the correct use of personal protective equipment, safe work practices, hazard identification, and reporting of incidents, defects, and near misses.

Accurately complete job cards, service records, and maintenance documentation, ensuring all labour, parts, and materials are correctly recorded. Enter maintenance and repair data into relevant computerised maintenance management systems to support asset tracking, compliance, and reporting.

Manage parts and consumables through effective stock control practices, including identifying parts requirements, checking availability, recording usage, and reporting low stock levels or discrepancies in accordance with organisational processes.

Follow established procedures and workflows, including quality assurance processes, environmental guidelines, and scheduled maintenance programs. Communicate clearly with supervisors and team members regarding job progress, defects identified, and additional work required.

Maintain tools, equipment, and workshop areas in a clean, safe, and serviceable condition, and contribute to continuous improvement initiatives within the workshop.



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2. Key Accountabilities and Responsibilities:

<p>Scope of Responsibilities</p> <p>To conduct preventative maintenance and repairs, including diagnostics and troubleshooting on a variety of light vehicles, tractors, forklifts, prime movers and various attachments.</p> <ul style="list-style-type: none"> • Maintaining service records and work performed and reporting issues promptly; • Contribute to a clean, organized workshop; • React to breakdowns in a timely manner; • Ensure a high standard of workmanship; • Work to a high standard of safety; • Ability to work autonomously and take pride in your work; and • Be able to work in a diverse multicultural environment.
<p>Key Accountabilities</p> <p>Maintenance and Repairs</p> <ul style="list-style-type: none"> • Complete scheduled servicing and preventative maintenance; • Diagnose and repair vehicle, plant and equipment faults; • Respond promptly to breakdowns and minimise downtime; and • Maintain high standards of workmanship. <p>Safety and Compliance</p> <ul style="list-style-type: none"> • Follow all WHS policies, procedures and safe work practices; • Identify and report hazards, incidents and near misses; • Use PPE and workshop equipment safely; and • Maintain a safe and compliant work environment. <p>Documentation and Systems</p> <ul style="list-style-type: none"> • Complete job cards and maintenance records accurately; • Record labour, parts and materials used; • Enter maintenance data into relevant systems; and • Maintain accurate service histories. <p>Parts and Inventory Management</p> <ul style="list-style-type: none"> • Identify parts and consumable requirements; • Monitor and record stock usage; • Report low stock levels and discrepancies; and • Support cost-effective use of parts and resources. <p>Workshop Operations</p> <ul style="list-style-type: none"> • Maintain a clean and organised workshop; • Ensure tools and equipment are maintained and serviceable; • Support equipment readiness for operational requirements; and • Contribute to continuous improvement initiatives. <p>Communication and Teamwork</p> <ul style="list-style-type: none"> • Communicate equipment issues and repair status clearly; • Build positive working relationships across the business;



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- Escalate major faults and maintenance concerns promptly; and
- Work collaboratively within a diverse team environment.

Success Measures

Operational Performance:

- Preventative maintenance completed on schedule;
- Reduction in machinery downtime during peak seasons;
- Average turnaround time for repairs;
- Readiness of critical equipment before seasonal milestones (planting, harvest, spraying etc); and
- Accuracy of diagnostics (minimal repeat repairs).

Safety & Compliance

- Zero preventable safety incidents in workshop;
- Compliance with workshop safety standards and procedures; and
- Proper documentation of repairs and maintenance logs.

Financial / Asset Management

- Cost-effective use of parts and consumables;
- Minimising unnecessary outsourcing of repairs;
- Contribution to extending machinery lifespan; and
- Effective warranty claim management.

Team & Communication

- Clear communication with operators regarding equipment issues;
- Positive working relationships with farm staff;
- Timely reporting of major faults or capital replacement needs; and
- Contribution to continuous improvement in workshop processes.

Workplace Health and Safety

Key Duties:

- Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees;
- Report immediately any incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes;
- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work;
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time;
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others;



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- Be unaffected by alcohol or drugs; and
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

Food Safety and Quality

- Supporting and complying with all of Costa's food safety and quality related policies and procedures, as amended from time to time;
- Demonstrating good personal hygiene practices and use of personal protective equipment;
- Handling all produce, using and maintaining all equipment, in a manner that does not compromise food safety & quality;
- Immediately reporting, in line with your area of responsibility, any food safety and quality hazards, incidents or near misses to your supervisor or manager; and
- Leading by example, your behaviour and decisions make the difference, ask for clarification if you are not sure

Company Values

- Responsible for ensuring that your work practices are consistent with company principles; and
- Ensure that behaviours outlined in Costa Group vision and values are fostered and practiced

3. Key Challenges:

- Maintaining high standards of workmanship while meeting operational deadlines and responding to breakdowns in a time-critical environment;
- Ensuring strict compliance with workplace health and safety (WHS) requirements, procedures, and safe work practices while working with heavy equipment, hazardous materials, and high-risk tasks;
- Accurately completing job cards, maintenance records, and data entry requirements in addition to hands-on mechanical work;
- Managing parts availability and stock control to minimise downtime, including identifying correct parts, avoiding wastage, and working within procurement and inventory processes;
- Diagnosing complex mechanical, electrical, and electronic faults across a diverse fleet of light and heavy vehicles and plant; and
- Adapting to evolving technologies, manufacturer updates, and changes to systems, equipment, and maintenance processes.

4. Candidate Requirements:

(a) Core Values:

- Determination – acting decisively and with a sense of urgency;
- Passion – challenging the status quo and acting with energy and enthusiasm;
- Accountability – focusing on outcomes and delivering on commitments;
- Sincerity – acting boldly in an open, honest, and responsible manner;
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety; and
- Trust – building confidence by being reliable, consistent, and transparent; following through on commitments; and supporting a work environment where team members feel safe to ask questions and rely on each other.



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(b) Education, Qualifications, Training:

- Trade qualification in Automotive Mechanical Technology (Light Vehicle and/or Heavy Vehicle) or equivalent recognised qualification;
- Current relevant trade certification and licensing as required by legislation or organisational policy;
- Demonstrated knowledge of workplace health and safety (WHS) legislation, codes of practice, and safe work procedures applicable to mechanical workshops and fleet maintenance;
- Training or competency in the use of diagnostic tools, workshop equipment, and computerised maintenance management systems;
- Ability to complete required documentation, job cards, and electronic data entry accurately and in a timely manner; and
- Commitment to ongoing professional development, including participation in safety training, and skills updates as required.

(c) Experience, Skills and Knowledge:

- Demonstrated experience in the servicing, maintenance, and repair of light and/or heavy vehicles, plant, and equipment in a fleet, workshop, or field-based environment;
- Proven ability to diagnose mechanical, electrical, and electronic faults using appropriate diagnostic tools, technical manuals, and manufacturer specifications;
- Sound knowledge of workplace health and safety (WHS) legislation, safe work practices, and risk management processes relevant to mechanical and workshop operations;
- Experience in following established procedures, processes, and quality assurance systems to ensure compliant and consistent maintenance outcomes;
- Competency in completing job cards, service records, and maintenance documentation, including accurate data entry into computerised maintenance or asset management systems;
- Working knowledge of parts identification, stock control processes, and inventory management within a workshop environment;
- Strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines, and respond to breakdowns or operational demands;
- Effective communication skills, with the ability to clearly report faults, maintenance requirements, and job progress to supervisors and team members; and
- Ability to work independently and as part of a team, demonstrating reliability, attention to detail, and a commitment to high standards of workmanship.

5. Other Relevant Information:

- The role may require participation in an on-call or after-hours roster to support operational and breakdown requirements;
- Work may be undertaken in a workshop environment and/or in the field, including exposure to noise, vibration, hazardous substances, and varying weather conditions;
- The position requires compliance with all organisational policies and procedures, including WHS, environmental management, code of conduct, and asset use policies;
- Employment may be subject to pre-employment medical assessment, functional capacity evaluation, and/or drug and alcohol screening in accordance with organisational requirements;



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- The successful candidate may be required to undergo background checks or licensing verification relevant to the role; and
- Duties may vary from time to time in line with operational needs, provided such duties are within the scope of the employee's skills, training, and classification.