



### POSITION DETAILS

<b>Position Title</b>	Fleet and Workshop Supervisor	<b>Award</b>	Level 5
<b>Location</b>	Cunnamulla	<b>Classification</b>	Ongoing
<b>Department</b>	Operations	<b>Employment Type</b>	Full Time
<b>Reports to</b>	Director of Infrastructure	<b>Duration</b>	Ongoing

### PURPOSE OF THE POSITION

Reporting directly to the Director of Infrastructure, the Fleet and Workshop Supervisor is responsible for the ongoing professional performance of Council's Fleet, Workshop and associated assets (including personnel) through responsible, resourceful and safe leadership of all resources and operations.

The Fleet & Workshop Supervisor is also responsible for ensuring Council's Fleet (plant & equipment) and Workshop facilities provide a high level of support to the Infrastructure Department and other Council operations, while achieving Council's Fleet utilisation and revenue targets.

All Employees are responsible for delivering consistent service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver.

### KEY RESPONSIBILITIES

- Manage Council's Fleet (plant & equipment), Workshop facilities and personnel; and, apply recognised risk management principles to ensure that Council's Fleet is maintained to a high standard
- Provide efficient and effective operations, processes, record keeping and support through liaising closely with other teams within the Infrastructure Department and Council, as appropriate
- Undertake regular reviews of revenue and operational costs and inform the Director of Infrastructure of progress, budgetary impacts and quality of operations
- Develop, monitor and review Fleet and Workshop policies and procedures, and documentation, to ensure that the operations meet legislative and organisational requirements
- Develop and maintain the plant and equipment's preventative maintenance and repair program and ensure that all Council equipment and plant is repaired and maintained in an efficient, timely and cost effective manner to achieve optimal usage of plant and equipment; recognising the requirements of the Supervisors' on differing projects, while ensuring the resourcing level for a work team are neither excessive or inadequate for the job
- Recommend improvements, adjustments and changes that facilitate better services, improve efficiencies, reduce costs and contribute positively to the objectives stated in Council's Operational Plan
- Maintain records, log books, manuals and detailed service logs for all plant and equipment
- Advise the Director of Infrastructure on plant and equipment replacement, operational and service records and appropriate budget expenditure
- Ensure the appropriate training of Workshop staff to meet their objectives and make recommendations of relevant conferences, professional workshops and training seminars for personnel to maintain and develop required skills
- This is a "hands on" role and requires technical knowledge, training and expertise to manage Council's Fleet and Workshop and personnel with due regard to all WH&S requirements
- Implement Council's administrative procedures, including purchasing and budgeting procedures
- Assist with preparation of monthly written reports for Council, to be reviewed by the Director of Infrastructure, on Fleet and Workshop activities; and, ensure prompt response to enquiries through Practical



- Organise the daily scheduling and conduct of the Workshop to prioritise work, to train apprentices, and to direct and manage staff as required according to demands and requirements of project Supervisors for optimal usage of plant and equipment and associated revenue targets
- Ensure the Workshop and staff are operating in a neat, clean, professional and safe manner with attention to WH&S requirements
- Address occasional conflicting demands on the prioritisation of work as they arise and liaise with project Supervisors and Contractors to ensure minimal downtime on the completion of projects
- Advise and make recommendations regarding plant renewal and replacement, keeping up to date with project priorities and the requirements of Supervisors and Council
- Monitor the performance of Workshop personnel and provide individuals with constructive and relevant feedback, where practical, in line with Council's policies and procedures
- Identify employee training needs and undertake ongoing training of personnel, to maintain competencies in key areas of responsibility, and direct and manage staff, as appropriate, to support and develop a collegiate Workshop environment
- Ensure that Workshop personnel's timesheets, overtime, allowances and absences are correctly recorded on timesheets and ensure that appropriate action is taken if an employee is in breach of any of Council's policies or procedures or the Code of Conduct, implementing decisions and policies professionally and impartially
- Ensure our fleet is inspected and repaired annually to allow the appropriate TMR inspections and registration checks
- Monitor and manage our Navman Vehicle Tracking systems to ensure efficient, effective and safe use of our plant, vehicles and equipment
- This position may require attendance for out of hours requests to meet organisational demands when agreed between all parties and as directed by the Director of Infrastructure
- Ensure compliance with, and demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and other policies and demonstrate appropriate behaviour for a public sector employee
- Ensure parts are ordered and tracked in a timely and cost effective manner to ensure continued productivity

### **SKILLS, EDUCATION AND QUALIFICATIONS**

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#### **Essential**

- Qualified Heavy Earthmoving Mechanic and/or Diesel Fitter;
- Current General Construction Induction Card (or willing to obtain);
- Current Queensland MR Class Driver's Licence;
- Minimum 5 years experience in a similar role;
- Demonstrated significant experience in maintenance and repair of a range of vehicles and plant, including heavy plant;
- Relevant qualifications and experience in air conditioner servicing and auto electrical repairs;
- Demonstrated experience in the supervision of a team of mechanics and apprentices to carry out works within budgetary constraints;
- Established ability to organise the management of the Workshop to achieve optimal usage of plant and equipment
- Demonstrated ability to forward plan projects and effectively co-ordinate repairs to minimise downtime;
- Proven ability to develop and maintain a preventative maintenance program on all plant that is to be incorporated in Council's Quality System with recognition of WH&S requirements;
- Demonstrated leadership and management skills displayed both within the section and to other areas of Council
- Demonstrated knowledge of purchasing and budgeting procedures
- Demonstrated excellent communication skills, both written and verbal



**Desirable Experience/Qualifications**

- Prior experience with a similar role as Workshop Supervisor/Manager;
- Vehicle Inspection experience;
- Current Licences in the following:
  - Dangerous Goods Licence, and the requirements of the Australian Dangerous Goods Code;
  - Refrigerant Handling Licence, including: decanting the refrigerant or manufacturing, installing, commissioning, servicing or maintaining RAC equipment or decommissioning RAC equipment.
- Knowledge of traffic management and traffic control procedures and requirements of equipment;
- Experience working within Local Government and knowledge of requirements relating to governance and procurement; and
- Demonstrated sound knowledge of computer applications (preferably in regard to Local Government Software and Microsoft Office including Practical, Outlook, Word and Excel).

**ADDITIONAL INFORMATION**

This position operates from Council’s Works Depot in Cunnamulla, however may be required to travel within the Local Government Area and work outside of standard business hours. The incumbent must be prepared to work flexible hours to meet the requirements of the position, and willing to obtain a ‘Suitability Card’ to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.

Also be medically fit and physically capable to meet requirements of the position, and prepared, if required, to undertake a medical assessment by Council’s medical practitioner, and be prepared, if required, for Council to undertake a Criminal History Check.

**APPROVAL OF POSITION DESCRIPTION**

Position Description Approved by: Sean Rice, A/Chief Executive Officer, Paroo Shire Council

Sign

Date

22/07/2020

**POSITION DESCRIPTION ACCEPTANCE**

- I, have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

Sign

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Date

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