

POSITION DESCRIPTION



TITLE	Workshop Supervisor
DEPARTMENT	Road Services
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Contract 3 years
REPORTING OFFICER	Roads Manager
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

To support the Road Department and to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

OBJECTIVES

- To ensure Council’s Fleet (plant & equipment) and Workshop facilities provide a high level of support to the Road Services department and other Council operations, while achieving Council’s Fleet utilisation and revenue targets.
- 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.

KEY RESPONSIBILITIES

- Manage Council’s fleet maintenance, workshop facilities and associated assets;

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- Manage Workshop staff ensuring Council's Human Resources policies, procedures and practices are appropriately implemented;
 - Oversee records, logbooks, manuals and detailed service logs for all plant and equipment;
 - Implement Council's administrative procedures, including purchasing and budgeting;
 - Prepare monthly written reports for Council on Fleet and Workshop activities;
 - Oversee the plant and equipment's preventative maintenance and repair program;
 - Regular facility inspections and notification of defects;
 - Regular fuel & oils testing and reporting; and
 - Any other duties and responsibilities as requested by the Director of Engineering Services within the skill set of the incumbent.
 - Perform a broad range of mechanical repairs to all Council's plant and equipment as required including staff supervision and job planning
 - Contribute to short- & long-term operational improvements of the section
 - Implement & maintain relevant systems for projects in consultation with Operations Manager.
 - Ensure jobs are monitored closely and are completed within required time frames and budget.
 - Initiate improved work practices to achieve better quality and greater efficiency.
 - Assist in mentoring & up skilling Council Staff
 - Participate in the positive development of a strong team culture within the department.
 - Ensure timesheets are accurately completed on a daily basis.
 - Actively promote and adhere to compliance, ensure requirements under the Occupational Health and Safety Act are maintained and adhere to Councils Core Values.
 - Submit all Quality, Safety and other Paper work requirements pertaining to all jobs to the Manager Works & Services
 - Carryout inspections, prepare reports and make recommendations to the Roads Services Manager.
 - Liaise with relevant external organisations to ensure council compliance with relevant laws & legislations.
 - All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Comprehensive knowledge of engineering – Mechanical trade & control practices **(R)**
 - Qualified Heavy Earthmoving Mechanic and/or Diesel Fitter; **(R)**
 - Current Licenses in the following: **(D)**
 - Dangerous Good License
 - Refrigerant Handling License including: decanting the refrigerant or manufacturing, installing, commissioning, servicing or maintaining RAC equipment or decommissioning RAC equipment.
 - Plant Operator Tickets – tractor, backhoe, loader, grader etc. **(D)**
 - Sound knowledge of Councils policies relevant to the work department **(D)**
 - Sound knowledge of budget allocations for are of responsibility **(R)**
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- High level verbal and written communication and negotiation skills with the ability to establish working relationships and negotiate favorable outcomes with internal and external stakeholders. **(R)**
 - Sound computer skills and competency in use of software, specifically Microsoft Office Suite **(R)**
 - Demonstrated high level of interpersonal communication skills **(R)**
 - Ability to work alone with limited supervision or cooperatively as part of a team. **(R)**
 - Ability to reach objectives within a time frame. **(R)**
 - Ability to supervise team members and other staff or casuals assisting the team and provide on-the-job training and guidance, as required. **(R)**
 - Ability to communicate effectively and understand and follow written and verbal instructions. **(R)**
 - Ability to lead team members in achieve goals and objectives. **(R)**
 - Ability to resolve minor problems on the job. **(R)**
 - Extensive experience in mechanical maintenance for a range of vehicles from small plant to heavy earthmoving equipment. **(R)**
 - Considerable experience in job costing control and cost forecasting **(R)**
 - First Aid Certificate **(D)**
 - Certificate III in Engineering (Mechanical other heavy earthmoving equipment) **(R)**
 - Maintain “C” Class Driver’s License (minimum) **(R)**
 - Construction white card **(R)**
 - Qualification in Safe Work in Confined Spaces **(D)**

WHS DUTY OF WORKERS

All employees of Bulloo Shire Council have a duty under the *Work Safety & Safety Act 2011* (the Act). Section 28 of the Act requires that all worker’s must: -

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonably instruction that is given by the person conducting the business or undertaking to allow their person to comply with this Act; and

Co-operate with any reasonably policy or procedure of the person conducting the business of undertaking relating to health or safety at the Work that has been notified to workers

DUTIES OF WORKER USE PPE

- This section applies if a PCBU provides a worker with PPE.
- The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.

The worker must not intentionally misuse or damage the equipment.
