



# Croydon Shire Council

## Position Description

<b>Position Title</b>	Workshop Supervisor
<b>Department</b>	Works
<b>Award</b>	Queensland Local Government Industry Award – State 2017
<b>Award Classification</b>	Stream A Section 1 – \$1,473 to \$1,673 weekly plus relevant allowances, depending on qualifications, skills and experience.
<b>Position Type</b>	Full Time – 36.25 hrs per week
<b>Reports To</b>	Works Manager

### Position Objective

To provide an effective and efficient mechanical service to ensure all Council fixed and mobile plant, equipment and vehicle fleet is maintained in a safe, cost effective and operational manner.

To assist the Works Manager to develop and maintain an efficient and cost-effective plant replacement program and be able to proficiently manage workshop staff and budgets.

### Duties and Responsibilities

1. Carry out maintenance and servicing work on Council's fixed and mobile plant and equipment, workshop equipment.
2. Carry out mechanical assembly, welding, electrical testing, air-conditioning, hydraulics, diagnostics and servicing in the workshop and in the field.
3. Carry out fault diagnosis and rectifications to mechanical equipment and systems associated with Council operations.
4. Requisition of parts, materials and equipment required for maintenance and repair operations.
5. Be available for callout or contact after hours.
6. Consult the Works Manager regarding the development or modification of plant and/or the purchase of new or replacement plant.
7. Ensure job fuel and lubricant issues are correctly and accurately recorded and maintained to certify issues.
8. Keep a diary, timesheets and other records as required for costing and maintenance purposes.
9. Maintain accurate and complete records of repairs / maintenance / component hours.
10. Prepare written reports when requested.
11. Maintain the mechanical depot site in a clean and tidy manner.
12. Report security issues, lost or stolen items.

13. Exercise sound judgement, initiative, confidentiality and sensitivity in the performance of work.
14. Work efficiently and effectively in a team environment.
15. Attend meetings and participate in training programs as required.
16. Undertake other duties as directed, consistent with skills, competence and training which contribute to the effectiveness of Council's operations including, but not limited to, labouring and operation of plant which you are licensed for.
17. Contribute to the efficient and productive operation of Croydon Shire Council and maintain and foster a team spirit among those in the working environment.
18. Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
19. Comply with Council's Code of Conduct.
20. Liaise with the Workplace Health and Safety Advisor.
21. Refer matters that may impact on the business, Council and employees to the Works Manager.
22. Assist in machinery inspections of all council and contractor machinery.

## **Qualifications / Skills / Experience**

1. Current Queensland 'MC' class drivers licence.
2. General Construction Industry Induction (White card).
3. Current high risk work licence to operate a Forklift.
4. Certificates of competency for other plant and machinery would be desirable.
5. Sound literacy and numeracy skills.
6. Competent computer skills.

## **Key Performance Indicators (KPI's)**

1. Logistics / stores / purchasing functions are carried out in a timely and efficient manner.
2. Allocated tasks and responsibilities are completed consistently within agreed timeframes in a professional and efficient manner.
3. Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.
4. Records Management.
5. Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
6. Compliance with Croydon Shire Council's Code of Conduct.
7. Contribution to the efficient and productive operation of the Local Government Organisation.

## **Selection Criteria**

1. Trade certificate or higher qualification in the mechanical engineering trade.
2. Experience in both diesel and petrol engines.
3. Current MC class licence.
4. Experience in all aspects of diesel fitting including servicing and maintenance in a workshop and in the field, welding, air conditioning, hydraulic systems.
5. Ability to lead in a team environment and support other employees and work areas.
6. Sound level of interpersonal and communication skills, numeracy and literacy.
7. High level of personal initiative, be self-motivated and have good time management, planning and organisational skills.
8. Previous experience in a supervisor position is preferred but not essential.

## Certification

Employee Name:

Employee Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Executive Officer: William Kerwin

Chief Executive Officer Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_