



Croydon Shire Council

Position Description

Position Title	Workshop Leading Hand
Department	Infrastructure
Award	<i>Queensland Local Government Industry (Stream C) Award – State 2017</i>
Award Classification	Stream C Engineering Level C9/ C10 dependent on qualifications and experience. Above award salary includes Leading Hand allowance.
Position Type	Full Time – 38 hrs per week
Reports To	Infrastructure Supervisor

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 Infrastructure Supervisor and Director Infrastructure 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

- Carry out maintenance and servicing work on Council's fixed and mobile plant and equipment, workshop equipment.
- Carry out mechanical assembly, welding, electrical testing, air-conditioning, hydraulics, diagnostics and servicing in the workshop and in the field.
- Carry out fault diagnosis and rectifications to mechanical equipment and systems associated with Council operations.
- Requisition of parts, materials and equipment required for maintenance and repair operations.
- Be available for callout or contact after hours.
- Consult the Infrastructure Supervisor regarding the development or modification of plant and/or the purchase of new or replacement plant.
- Coordinate and facilitate vehicle and plant registration requirements
- Coordinate and facilitate external SME's and Contractors for service and maintenance requirements
- Ensure job fuel and lubricant issues are correctly and accurately recorded and maintained to certify issues.

- Keep a diary, timesheets and other records as required for costing and maintenance purposes.
- Maintain accurate and complete records of repairs / maintenance / component hours.
- Prepare written reports when requested.
- Maintain the mechanical depot site in a clean and tidy manner.
- Report security issues, lost or stolen items.
- Exercise sound judgement, initiative, confidentiality and sensitivity in the performance of work.
- Work efficiently and effectively in a team environment.
- Attend meetings and participate in training programs as required.
- 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.
- Contribute to the efficient and productive operation of Croydon Shire Council and maintain and foster a team spirit among those in the working environment.
- Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Liaise with the Workplace Health and Safety Advisor.
- Refer matters that may impact on the business, Council and employees to the Infrastructure Supervisor.
- Assist in machinery inspections of all council and contractor machinery.
- Provide supervision of trainees and apprentices as required.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisor. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
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- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

Essential

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. Sound literacy and numeracy skills.
5. Competent computer skills.

Desirable

1. Certificates of competency for other plant and machinery would be desirable.

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.

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.

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer: Ms Jacqui Cresswell

Chief Executive Officer Signature _____

Date ____/____/____