



Croydon Shire Council

Position Description

Position Title	Depot Manager
Department	Works
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Classification	Division 2, Section 1 Administrative, Level 6, Year 1
Position Type	Full Time – 36.25 hrs per week
Reports To	Director Infrastructure

Position Objective

Working with the Director Infrastructure in managing the Infrastructure Services department of Croydon Shire Council in accordance with legislation and statutory requirements. Support the coordination of workforce activities contributing to projects aimed at improving access within the Shire, including those involving Council and State roads. Assist in the delivery of council infrastructure projects whilst remaining within budget and time constraints, Provide oversight of fleet and workshop operations, as well as the general functioning of key council services such as the airport, water, waste, and Parks and Gardens.

Duties and Responsibilities

Works

- Gather costs, track spend and prepare budget documents.
- Support scheduling, reporting, and communications with stakeholders involved with maintenance of Shire Roads, TMR projects.
- Assist with data collections, applications, and follow-ups of grant funding.
- Prepare notes, track actions, and help with coordination of meetings.
- Log progress, update registers, and follow plans with Council approved projects and plans.
- Ensure accurate invoice entries, and appropriate job coding.
- Support Council's Procurement and Contractor Management processes with onboarding, paperwork, and performance tracking of contractors.
- Maintain and arrange staff rosters, accurate record keeping, timesheet records.
- Log volumes, track compliance, and support reporting of Quarries/Pits and stockpiles.
- Support Council operations with planning, closures and communications during disaster preparedness, activation, recovery and management.
- Draft documents, track responses, and assist evaluations of tenders and quotes in line with Council's Procurement Policy and procedures.
- Ensure Council projects align with Council's strategic plans.



Fleet / Workshop

- Ensure accurate keeping of logs, schedule services, and tracking of usage of Fleet.
- Assist with specifications, quotes, and delivery checks of procured items.
- Comply and support inspections and ensure accurate WHS records including plant Pre-Starts.
- Assist with staff training, track licenses, schedule training, and keep files updated.
- Ensure accurate booking, logs, and follow-ups of maintenance schedules.
- Assist with tracking fuel use, reorder stock, and assist stocktakes.

Town Infrastructure

- Support compliance checks and reporting of potable and waste water.
- Monitor dump/ refuse functions and assist with consulting with stakeholders and departments with regards to compliance and management. Schedule of pickups
- Maintain records, assist with inspections, and support audits or airport operations.
- Assist with tracking maintenance needs and management of contractors and assigned tasks for Council and Community Assets
- Help plan schedules and monitor presentation of community Parks and Garden
- Assist and support accurate stock control and ordering of stores.
- Ensure planning of tasks and corresponding staff rosters and supplies/material is accurate and maintained to ensure timely delivery of services and support to Council and Community operations.
- Assist with compliance and education of Biosecurity, local laws, public notices, records, and follow-up.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting Supervisor/ Manager.

Stakeholder engagement

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

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.
- 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 conducted 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.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.



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.
- Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Ensure all corporate documents created or received are registered into the corporate record keeping system (Magiq) in accordance with approved policies and procedures.

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.

Selection Criteria

- Qualified or experienced to assist with engineering and infrastructure tasks.
- Experience in Local Government desirable
- Knowledgeable in road systems; able to support planning, funding, and construction activities.
- Proficient in Microsoft 365; can assist with documents, data, and communications.
- Strong organiser; able to help manage and deliver projects on time and within budget.
- Skilled in assisting with presentations and simplifying technical info.
- Detail-focused; supports accurate records and quality checks.
- Confident communicator; assists with stakeholder and community engagement.
- Team player; supports conflict resolution and positive teamwork.

Qualifications / Skills / Experience

- Relevant qualification or demonstrated experience in similar discipline.
- Minimum 2-3 years equivalent previous experience in a similar local government role
- Experience in program development, planning and policy formulation and implementation in infrastructure development.
- Experience in planning and delivery of infrastructure works.
- Experience in consulting with stakeholders, staff, community,
- Experience in project management, strategy development and development of processes and systems to underpin the operation of the infrastructure department.
- Experience in the use of the Microsoft suite of programs
- Minimum current Queensland C class driver's license



Key Performance Indicators (KPIs)

- Assist with maintaining accurate project logs, timesheets, job coding, and records in a timely manner.
- Support the upkeep of fleet records, servicing schedules.
- Provide reliable support in preparing data and documents for grant applications and funding reports.
- Assist with onboarding, documentation, and performance tracking for contractors and staff promptly after and during engagement.
- Help ensure maintenance schedules and tasks for parks, buildings, and facilities are well coordinated and recorded.
- Compliant Records Management is adhered to for the secure protection of Corporate Records.
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.
- Performance of work and associated functions in a safe manner.
- Compliance with Croydon Shire Council's Work Health and Safety Management System.

Certification

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

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ____/____/____