



## Our Values

**Respect Honesty Commitment Courage**

<b>Position Title:</b>	<b>Workshop Supervisor</b>
<b>Directorate:</b>	Infrastructure Services - Depot
<b>Reports to:</b>	Manager Works
<b>Date effective:</b>	September 2022
<b>Agreement Level:</b>	Level 6
<b>Position no:</b>	WRK01

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

### 1. Purpose

#### 1.1 Primary functions

- Supervise and coordinate the daily work activities of Workshop staff and Contractors.
- Implement and monitor Infrastructure Workshop Operational and Capital Works Program.
- Advise and make recommendations to Manager Works in preparation of Annual and Ten Year Plan Budgets.
- Provide technical advice on Workshop and Plant matters to Internal and External Customers.
- Deliver customer service in accordance with Council's Customer Service Charter.
- Ensure that all Occupational Health and Safety requirements are adhered to for all work activities, services and facilities provided by Workshop Team's area of responsibility.

## 1.2 Community strategic goals



**Goal 1:**  
Valuing the  
natural  
environment

**Goal 2:**  
Welcoming and  
inclusive  
communities

**Goal 3:**  
Managing growth  
sustainably

**Goal 4:**  
Vibrant and  
diverse economy

**Goal 5:**  
Effective  
leadership and  
governance

## 1.3 Key functions and duties

Key functions	Specific duties	% Time
<b>Workshop Management</b>	<ul style="list-style-type: none"> <li>Develop and coordinate Workshop schedules, programs (planned and unplanned maintenance) and outcomes in consultation with internal and external (FESA) customers.</li> <li>Coordinate major plant replacement program and assist with operational supervisors with minor plant and equipment purchases.</li> <li>Identify and prioritise plant, equipment and projects for inclusion in the Capital Works Program, using plant utilisation figures and whole of life costing.</li> <li>Prepare technical specifications reports for replacement plant and equipment, in consultation with end users, providing recommendations in relation to plant replacement, suitability of equipment.</li> <li>Undertake tender and assessment and prepare plant performance analysis reports based on utilisation reports and whole of life costings.</li> <li>Advise, make recommendations and prepare, in consultation with Manager Works, Councils plant and fleet operational budget.</li> <li>Manage the Plant Operational and Maintenance and Renewal budget</li> <li>Conduct plant and equipment inductions.</li> <li>Manage workshop record keeping requirements.</li> <li>Seek quotes and order parts as required.</li> <li>Provides technical advice to Manager Works in regards to tenders.</li> <li>Prepare reports in regards to plant operation performance and make recommendations to rectify issues, risks and improve efficiencies.</li> <li>Review, update and prepare policies and procedures relating to workshop operations.</li> <li>Evaluate and make recommendations for work area operational improvement.</li> </ul>	40%
<b>Mechanic</b>	<ul style="list-style-type: none"> <li>Carry out minor servicing and repair work on all Shire plant and equipment unsupervised.</li> <li>Undertake minor/major repair and service work on all Shire plant and equipment with limited assistance.</li> <li>Identify causes of breakdowns and repair machinery/plant.</li> </ul>	25%

	<ul style="list-style-type: none"> <li>• Ensure the workshop, lube bay and the general workshop environment and all equipment are kept in good working order.</li> <li>• Carry out maintenance, both scheduled and unscheduled, on workshop equipment.</li> <li>• Carry out general welding and minor steel fabrication works.</li> <li>• Contributes towards the reduction of errors, rework and waste in Shire systems and processes.</li> <li>• Demonstrate a high commitment to customer service and provided feedback/advice to customers as required.</li> <li>• Undertake risk assessment on plant condition using Plant Assessor or similar.</li> </ul>	
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• Supervision of Mechanic and Apprentice Mechanic.</li> <li>• Prioritise and delegate workshop tasks to Mechanic and Apprentice Mechanic.</li> <li>• Monitor staff performance in relation to expected program outcomes.</li> <li>• Undertake staff performance reviews.</li> <li>• Assist in the recruitment and selection of workshop employees.</li> <li>• Fill out and review daily timesheets by 7:00am next morning.</li> </ul>	25%
<b>OSH</b>	<ul style="list-style-type: none"> <li>• Contributes towards the success of OSH initiatives within the workplace.</li> <li>• Undertake job safety analysis as required.</li> <li>• Identify and report hazards.</li> <li>• Work in accordance and review relevant SOP's.</li> <li>• Ensures that all workshop tasks are carried out in a safe manner.</li> <li>• Undertakes accident/incident investigations when required.</li> </ul>	5%
<b>Training</b>	<ul style="list-style-type: none"> <li>• Attend necessary training courses &amp; staff meetings.</li> <li>• Provide on the job training and supervision/review works of Apprentice Mechanic.</li> </ul>	5%

## General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

## 2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

### 2.1 [Authorisations Register - Authorisations to sign documents](#)

## 3. Relationships

- 3.1 Responsible to**  
Manager of Works
- 3.2 Responsible for**  
Mechanics  
Mechanical Apprentice
- 3.3 Internal Stakeholders**  
Management  
Departmental and Inter-Departmental Staff
- 3.4 External Stakeholders**  
Ratepayers and General Public  
Volunteer Bush Fire Brigades  
Plant Consultants and Sales Representatives  
Contractors and Material Suppliers  
Government Departments

#### **4. Position Selection Criteria**

##### **4.1 Position essentials**

- Significant experience in supervising and undertaking workshop services for a wide range of plant and equipment (heavy and light).
- Demonstrated experience in supervising personnel including managing and monitor staff performance, quality of work and issues.
- Completion of Mechanical Trades Certificate .
- Intermediate computer skills including MicroSoft Officer programs.
- Demonstrated ability to manage budgets and produce financial reports on plant.
- Demonstrated interpersonal and communication skills.
- Demonstrated ability to make recommendations on complex plant operational and maintenance issues.
- Knowledge of OSH requirements in workshop environment relating to own work and safety, and the safety of others.
- Demonstrated ability to develop plant renewal plans.
- Ability to operate heavy plant at basic skill level.
- Current HR License.

##### **4.2 Position desirables**

- Completion of Front Line Management qualification or similar.
- Experience in asset management of plant and equipment.
- Current HC License.
- Ability to operate heavy plant at basic skill level.
- Diploma Leadership and Management.
- Knowledge of local government procurement processes.
- Current construction white card.

## 5. Parties

**Present Occupant Name:**

**Signature:**

**Date:**

**Reporting Officer Name:**

**Signature:**

**Date:**