

POSITION DESCRIPTION

WORKSHOP SUPERVISOR

POSITION OVERVIEW

Employment Location:	Alpha/Jericho, Barcaldine, or Aramac/Muttaburra District; Regional Work and travel as required.
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award – State 2017; Barcaldine Regional Council Certified Agreement 2022.
Classification Level:	Minimum Level 5.1
Position Status:	Full Time Ongoing; Subject to Council’s capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the Plant & Fleet Coordinator; Interacts with Chief Executive Officer (CEO), Senior Management, District Managers, Senior Works Supervisors, Works Supervisors, and Support Staff; Other Stakeholders and Members of the Public; Work is performance under general supervision.
Supervisory Responsibility:	Supervision and direction of other employees may be required.

KEY OUTCOMES AND RESPONSIBILITIES OF POSITION

The key duties and responsibilities include and are not limited to:

Leadership accountability:

- Supervise the day-to-day operations of the Workshop.
- Supervise employee workshop matters.
- Assist the Council with plant procurement matters.
- Implement the provisions of the Safety Management System.
- Implement the provisions of the Environmental Management System.
- Assist with plant operator training and maintenance.
- Maintain accurate and appropriate plant maintenance records.
- Develop and implement effective fault reporting systems.
- Monitor expenditure against plant budget items in collaboration with the Finance team and Director of Works.
- Ensure that timesheets are correctly completed.
- Submit reports on plant condition as required.

Stock maintenance:

- Order parts as required and as per the Barcaldine Regional Council Purchasing Policy.
- Communicate and work with original equipment manufacturers on warranty and equipment issues.
- Develop and implement a 6 monthly plant inspection program.
- Implement preventative maintenance practices on all plant items.
- Assist the Water Officers in the repair and maintenance of pumps and other equipment.
- Raise requisitions for the purchase of parts or consumables necessary for effective plant maintenance.

Health and Safety:

- Report all workplace health and safety incidents to the WHS Officer and relevant Senior Works Supervisor.
- Ensure that the workshop is kept in a clean and tidy condition at all times.
- Supervise all work carried out by the workshop staff.
- Stand down plant which is deemed to be unsafe.
- Provide support to other Districts and/or Council Regional Functions as may be lawfully directed by Council.

SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

Essential Skills

- The Appointee must hold a Certificate III in Mobile Plant Technology or Certificate III in Heavy Commercial Vehicle Mechanical Technology or similar, with post-trade Qualifications well regarded.
- The Appointee must have a minimum 3 years post-trade experience (Petrol experience desirable; Auto-electrical, air-conditioning and hydraulic experience an advantage).
- The Appointee must hold a current QLD Class 'C' and QLD Class 'HR' Driver Licence.
- The Appointee must hold Certificate(s) of Competency (or licences) for operation of relevant mechanical plant and be able to successfully pass all Verification of Competency (VOC) tests with Council.
- The Appointee must hold a current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent.

Desirable Skills

- Forklift licence.

SELECTION CRITERIA

Selection will be based on an Assessment of any Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successful perform, against the following:

- A tertiary or post-trade qualification in Mobile Plant Technology, Heavy Commercial Vehicle Mechanical Technology or similar.
- Demonstrated ability to maintain and repair a wide variety of plant and equipment relevant to Council requirements.
- Demonstrated ability to work both independently and as part of a team to meet objectives.
- Demonstrated ability to keep accurate records, to organise maintenance schedules, and to manage and order stock.
- Demonstrated ability to maintain a safe work environment and to promote safe work practices.
- Demonstrated high level of internal and external customer service with a sound level of written and oral communication.
- Demonstrated general understanding of Quality Assurance and Environmental procedures; and
- Previous recent experience in Local Government or with other government bodies desirable but not mandatory.

PHYSICAL REQUIREMENTS

Physical Demand Category

- Sedentary Work
- Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

Audio Visual Demands

- Peripheral Vision
- Hearing
- Depth Perception
- Colour Discrimination

Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input checked="" type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This job will require the following:

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing and Pulling
- Finger Dexterity
- Foot Movement

ACKNOWLEDGEMENT

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Executive Officer
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	