



POSITION DESCRIPTION

Position Title:	SUPERVISOR FLEET
Position Number:	20170018
Department:	Infrastructure Services
Main purpose of the role:	<p>Contribute to the professional performance of Blayney Shire Council by being responsible for the resourceful and safe coordination of heavy plant and WHS operations of the Workshop.</p> <p>Provide cost effective fleet services to Council and enhance Council's ability to optimise its fleet ensuring value for money in accordance with Council's Policies and Procedures.</p>
Reports to:	Manager Operations
Subordinate Staff:	Fleet Mechanics
Hours of work:	7.00am to 4.00pm Monday to Friday based on a 9 day working fortnight
Salary Grade:	Grade 16
Disclosure of Interest Is the position required to complete a Disclosure of Interest Form (s441 Local Government Act, 1993)?	Yes
Last reviewed:	December 2018

PRIMARY RESPONSIBILITIES AND DUTIES

- Administer the maintenance and repairs to Council's fleet and plant, ensuring maximum equipment uptime for customers.
- Manage council's workshop to provide mechanical services to customers.
- Provide mechanical services for council fleet and plant, as and when required, ensuring maximum equipment uptime for customers.
- Assist in the development of, and maintain Council's plant/fleet replacement program in consultation with customers, minimising whole of life costs.
- Prepare documentation for the procurement of fleet and plant in consultation with customers.
- Assist in the review of proposals for fleet/plant purchases.
- Coordinate the acquisition and disposal of Council's plant and fleet as required.
- Develop and maintain Council's plant hire rates to accurately reflect whole of life costs.
- Investigate opportunities for systems improvements and application of new technologies for fleet and plant.
- Supervise and provide sound and innovative leadership to staff and develop a culture of innovation within the section, to improve it's (and Council's) operations.

- Ensure human resources policies and practices are implemented and supported within the section, including performance appraisals, dispute prevention and resolution, and industrial relations matters.
- Create and foster open communication, encouraging team development, and attendance at meetings to promote improvement in Council procedures and help Council achieve its objectives.
- Provide a purchasing service, including completion of tenders, requisitions, arranging quotations, completing orders and confirming with the appropriate authority/customer in accordance with Council procedures, to ensure the efficient and effective delivery of Council's operations.
- Promote, develop and encourage the development and maintenance of a modern, clean and orderly workshop environment, including the allocation of space for plant, equipment and stores.
- Respond to staff enquiries relating to fleet.
- Ensure Council's processes in relation to Work Health and Safety (WHS) and Risk Management are followed and actively participate in the development of same.
- Operate a forklift in a safe manner and maintain currency of any WorkCover or any other licence or requirement for its use.
- Ensure that a positive public image is portrayed to all internal and external customers in all public forums.
- Undertake training as required.
- Perform other duties as required.

SELECTION CRITERIA

- Appropriate qualifications as a diesel motor mechanic.
- Demonstrated experience, ability and willingness to undertake maintenance and repair of fleet and plant (light and heavy).
- Recognised qualification, or demonstrated experience in Fleet Management.
- Demonstrated knowledge of fleet management operations and fleet management software.
- Demonstrated time management skills and ability to plan, and manage projects.
- Demonstrated competency in the use of general office based computer applications.
- Demonstrated well-developed and demonstrated interpersonal skills.
- Demonstrated strong customer service skills.
- Demonstrated sound verbal and written communication skills.
- Current Class Heavy Rigid (HR) Driver Licence.
- Current Forklift (LF) licence
- Hold a WorkCover Construction Induction Card (White card).
- Demonstrated commitment and experience in maintaining a safe working environment, in accordance with WH&S requirements.
- Demonstrated ability to work in a team environment.