

POSITION SUMMARY

WORKSHOP COORDINATOR (ES172)

Directorate	Engineering Services
Section	Works
Classification	Band 3, Level 2, Grade 8
Position Status	Permanent full-time
Commencing Salary Range	\$1,500.70 – 1,576.70 per week
Reports to	Manager Works
Direct Reports	Workshop Supervisor, Workshop Assistant
Work Location	Peel Street Works Depot

Position Purpose

The position of Workshop Coordinator is to manage Council's mechanical workshop and all related activities.

Key Responsibilities

1. To provide overall supervision and management of Council's mechanical workshop.
2. To provide advice and assistance to the Manager Works.
3. Investigate and recommend forward planning issues such as procedural methods, contractual items and plant purchasing issues, including the preparation of specifications.
4. To coordinate the implementation of Workshop services on both fixed and mobile plant within the various Sections of Council, in a cost-effective and efficient manner
5. To ensure a high level of communication and cooperativeness is maintained both inside and outside of the work teams.

Selection Criteria

Essential

- Extensive experience in operation and management of a mechanical workshop.
- Possess relevant qualifications and experience as a motor mechanic on vehicles and plant.
- Demonstrated ability to manage several projects at one time.
- Demonstrated ability to manage a broad cross section of staff to achieve a high level of production and quality.
- Possess Work Health and Safety Induction for General Construction in accordance with the WHS Act 2011.
- Experience and competence in operation of computers including Microsoft Office skills.
- Demonstrated ability to interact effectively with people at all levels.
- Possess a NSW HR Driver's Licence.

Desirable

- Possess a current Workcover Authority Certificate of Competency to operate various items of equipment.
- Possess a First Aid Certificate.
- Good working Knowledge of the Work Health and Safety Act and Regulations
- Local Government experience.
- Possess a current Work Site Traffic Control Certificate (For Traffic Control Layout Planning).
- Possess relevant Certificate IV qualification in Management.

Immunisations (willingness to undergo)

- Nil

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 38 hour week with RDO every third week.
- Take Annual Leave in accordance with the applicable Leave Roster.
- Hours of work are 7.21am to 4.15pm Monday to Friday.
- Probationary period of 3 months.
- All uniform / PPE provided.
- Four weeks annual leave.
- Long Service Leave after 5 years.
- Superannuation of 9.5% paid by Council.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Medical including functional, audio and drug & alcohol screening required as part of selection process.