

Role Description

Supervisor Mechanic Heavy



Title	Supervisor Mechanic Heavy
Classification/Grade/Band	Band 2 / Level 2
Group/Unit/Section	Corporate Affairs / Plant & Fleet / Fleet Services
Reports to	Team Leader Plant Maintenance

Vision and Purpose

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve Collaborate, Improve, Be Your Best, Be Safe and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

To drive the overarching vision and purpose, the role of Supervisor Mechanic Heavy is to manage and supervise the operations of nominated workshops ensuring that workshop practices and procedures allow the maximum availability of designated fleet assets submitted for service and/or repair.

The Supervisor Mechanic Heavy is required to guide, supervise and mentor apprentices and mechanics and engage with employees, other supervisors within Plant and Fleet Unit providing quality customer service orientated training and guidance and to act as a role model and workplace coach.



Key Duties and Responsibilities

- Ensure the preparation of weekly works programs and co-ordinate the undertaking of works in accordance with the sections established priorities, having regard to achieving estimates of time and cost;
- Direct the day to day operations of workshops maintaining Council's designated fleet assets to manufacturer, Council, legislative and industry standards including NHVAS and AIS requirements including inspections in the field;
- Ensure and assist the team's timely acquisition of parts, services and materials to meet works program timeframes;
- Contribute to the security of workshops, including tools, equipment and materials;
- Liaise and provide assistance with stakeholders on matters relating to plant and vehicle maintenance and programming of works;
- Conduct daily toolbox talks and coordinate documented monthly team meetings;
- Ensure all Council policies and procedures are adhered to;
- Lead and manage the development and improvement of WH&S and risk management initiatives and practices for the Unit;
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's safe systems of work consistent with the responsibilities, authorities and accountabilities of your role;
- Policy and procedures are readily available, but the Supervisor Mechanic Heavy is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;



- The work of the Supervisor Mechanic Heavy influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Supervisor Mechanic Heavy is involved in the development and maintenance of appropriate safety or other standards, or provides instruction and/or training concerning such standards. Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Set an example for others to follow and identify and explain ethical issues, and act to prevent and report illegal and inappropriate behavior;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Be responsive to the input of others and work to understand their perspectives.

Interpersonal Skills

- Actively listen and clearly explain complex concepts and arguments to individuals and groups;
- Take responsibility for delivering high quality customer-focused services;
- Identify opportunities to work collaboratively with other teams / units to solve issues, develop better processes and approaches to work and share lessons learned;
- Identify and resolve issues with other staff and stakeholders and respond constructively to conflict and disagreements.

Business Enablers and Technical Skills

- Make sure team / unit understand expected goals, take responsibility for delivering on intended outcomes and acknowledge success;



- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Anticipate, identify and address issues and potential problems working towards sustainable solutions and outcomes;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Identify ways to leverage the value of technology to achieve team/ unit outcomes, using the existing technology of the business;
- Be aware of procurement procedures and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Leadership / Management

- Provide timely feedback to staff and address and resolve performance issues that impact on team outcomes;
- Promote a sense of purpose by ensuring the team understands the performance outcomes and the strategic direction of the business;
- Monitor and communicate performance standards to desired outcomes;
- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change.

QUALIFICATIONS

Essential

- Minimum Certificate III in Management or equivalent or demonstrated solid contemporary experience in leadership in a related field;
- Automotive trade qualifications;



- AIS Examiner License / Proprietor or willing to obtain;
- Current Class C Driver's Licence;
- General construction induction card or willingness to obtain.

Desirable

- MR Truck Driver's Licence;
- Dogging Certificate.

Experience

- Excellent skills and demonstrated experience leading and developing a team to achieve agreed goals and outcomes;
- A customer service ethos and a demonstrated customer-centric approach to service provision;
- High-quality problem-solving skills and a demonstrated ability to effectively adjust plans and schedules;
- Sound knowledge and experience in sourcing parts, parts procurement, receipting and all facets of work order management;
- Knowledge and experience with asset management systems;
- Knowledge in business software applications;
- Sound knowledge of MS suite of software programs including Excel.

Key Relationships

Internal	External
Leadership Team	Members of the Public/residents/ratepayers
Unit Managers	Community Organisations – service clubs etc.
Section Managers/Team Leaders	Professional/Industry associations including Unions
Other Council employees (not including direct reports)	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

