

Position Description

Position Title:	Team Leader – Tyre Fitter
Directorate:	Infrastructure & Property
Service Unit:	Depot Operations
Salary Point:	7
Position Reports To:	Workshop Coordinator
Staff Management:	1
Budget Responsibility:	Nil
Date PD Reviewed:	August 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	5
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Supervise the safe and cost-effective selection, fitting, and replacement of tyres on City of Newcastle's (CN) fleet ensuring compliance with manufacturers specifications and CN requirements.
- Provide accurate tyre/drive mechanism data that will aid in developing high level replacement guidelines and operational work budgeting forecasts with a focus on minimising fleet down time and sustainability.
- Lead a culture where CN WHS policies and procedures are adhered to for the health and safety of fellow workers, customers and general public.
- Lead your small team in a manner that promotes team spirit, harmony and optimises the output of the team.
- Ensure that all relevant documentation including WHS, work orders, purchase orders and time sheets are completed during relevant shift periods.
- Supervise on demand tyre fitting ensuring works are completed in a safe efficient manner over a wide range of fleet. This includes works carried out in the field, workshop and at other CN sites.
- Provide advice in all aspects of tyre selection and maintenance including the latest equipment, technology and innovation to provide improved safety, service/options and cost efficiencies to the organisation.
- Undertake tyre inspections on a regular basis as part of the tyre management process, report any negligent damage or irregular tyre wear to the workshop coordinator for action.
- Any other accountabilities or duties as directed by the Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Certificate II in Automotive Tyre Servicing Technology, or substantial experience.
2. High level knowledge and experience as a tyre fitter, including the operation of various machines associated with tyre replacement and maintenance and experience in wheel alignments.
3. Proven experience leading a small team to meet work priorities and deadlines, while maintaining high levels of quality, to minimise down-time and budget impact.
4. Experience maintaining stock at adequate levels to achieve cost and time effective outcomes.
5. Intermediate computer skills and sound verbal and written communication skills.
6. HR Drivers Licence.
7. Demonstrated experience completing WHS documentation including toolbox talks, SWMS and risk assessments.
8. Continuous improvement experience to enhance existing processes/procedures.
9. Literacy and numeracy skills adequate to meet the requirements of the position.
10. Willingness and ability to participate in a callout / overtime roster.

Desirable

1. HC Drivers licence.
2. Previous experience using computer SAP systems and TechOne.