

Position Description

Position title:	Vehicle Safety and Inspection Officer
Directorate:	Infrastructure & Property
Service Unit:	Depot Operations
Reports to:	Manager Depot Operations
Direct reports:	Nil
Salary point:	SP9
Work location:	Waratah Works Depot
Date revised:	May 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle (CN), which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Depot Operations?

We are a team of over 30 staff that enable other Services within the CN to operate at their service potential by providing and maintaining sustainable, fit-for purpose plant / fleet asset services and operational works depot management to the organisation. Our team is a mix of administrative staff and tradespeople who ensure the delivery of whole of life fleet services and oversee the operational management of the Waratah Depot site. We believe that by empowering and developing our team we achieve innovation and best support our customers.

What's the focus of this position?

This position is responsible for managing the safety and compliance of CN's fleet assets, from concept through to disposal. The primary focus is to ensure CN's fleet assets comply with the National Heavy Vehicle Accreditation Scheme (NHVAS) and maintain the accreditation through the provision of safety inspection audits, document management and the coordination of annual fleet registrations.

What you'll be doing:

- Collate and administer relevant documentation to maintain CN's NHVAS accreditation and report back to management with recommendations, changes or alterations to manage the risk of non-compliance of CN's operations and safety standards.
- Coordinate and facilitate all internal and external compliance audits with the required stakeholders to ensure conformity to requirements and continual improvement.
- Undertake duties as a Mechanical Tradesman to support mechanical workshop operations as directed by the Workshop Manager.
- Coordinate and manage the registration of all motor vehicles within CN's fleet in accordance with Roads and Maritime Services (RMS) safety and compliance requirements.
- Provide legislative advice and improvement recommendations on Vehicle Safety during the tendering process and commissioning of CN fleet.
- Coordinate and undertake routine crane and hoist inspections (fixed plant) in all CN workshops and manage mobile plant crane compliance and inspections in-line with schedule and safety standards.
- Consult with Fleet Management during fleet commissioning, and provide advice, while completing all required WHS and CN documentation
- Facilitate the implementation of vehicle weighing systems (Loadcells) for CN fleet, ensuring safety compliance through inspection and calibration.
- Manage inspections and compliance for RMS G22 certification for all relevant CN fleet assets
- Manage daily vehicle inspection documentation ensuring operator compliance for CN plant items through regular audits and reporting to management.
- Provide consistent and accurate advice and support to stakeholders in the management of contractor fleet compliance to specified standards.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Relevant mechanical trades qualifications and experience as a mechanical technician.
- Light and heavy AIS Examiners and Proprietors Certificate.
- Approved Plant Inspector Certificate (RMS - G22).
- Experience in electronic, hydraulic and air pressure systems diagnostics and repairs, along with calibrating and inspecting vehicle weighing systems.
- Previous experience commissioning and reviewing vehicle safety compliance and WHS documentation.
- Extensive experience using software and systems and/or Microsoft suite.
- Valid HR Driver's licence.
- Ability to perform allocated duties with minimum supervision.
- Knowledge of relevant Work Health and Safety requirements.
- Ability to work in a team environment, contribute to team objectives and focus on continuous improvement.
- Literacy and numeracy skills adequate to meet the requirements of the position.

Other valuable skills you may have:

- Experience in Vehicle specification tender documentation development.
- Experience in TechOne suite of programs.
- Experience in safety/ incident investigations.
- Ability to participate in an on-call roster.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	