

CLARENCE VALLEY COUNCIL

Position Description

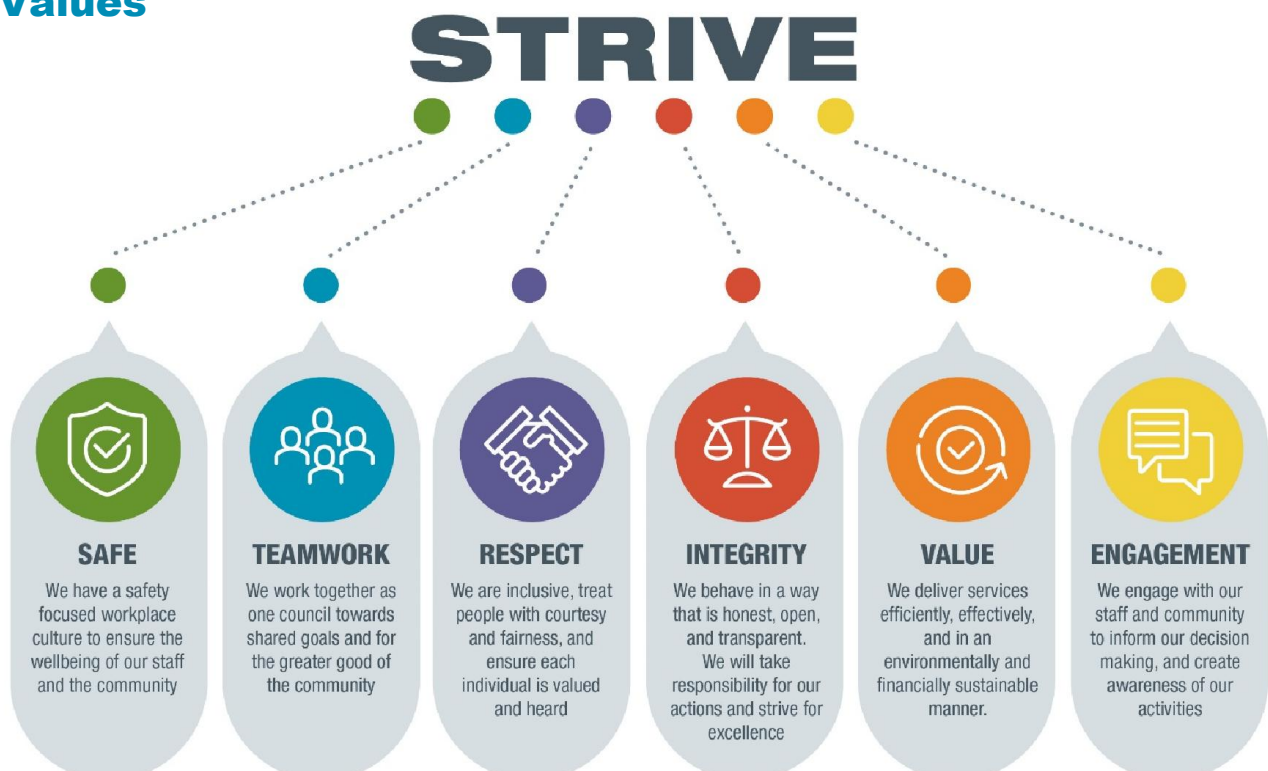
Workshop Supervisor

Directorate	Corporate and Community
Location	Rushforth Road Works Depot or Townsend Works Depot (2 positions, one at each Depot)
Classification/Grade/Band	Grade 10 - Entry to Step 4
Position Code	
Date position description approved	7 March 2024

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of South East Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

To coordinate, supervise and undertake relevant works to ensure the delivery of high quality maintenance and repair services to Council's fleet at the workshop, ensuring compliance with relevant standards and procedures

Key accountabilities

Within the area of responsibility, this role is required to:

- Manage Council's workshop, ensuring cost efficient delivery of service to the required standards and a safe working environment for employees and the public.
- Provide timely, accurate and succinct information on Council fleet issues.
- To continuously review Council's methods of service delivery to ensure that Council services are delivered to the required standard in the most economic means.
- Arrange general maintenance and repair of Council plant at the workshop and in the field, including procurement of required materials and services.
- Investigate and prepare estimates for maintenance and repairs to plant.
- Monitor the completion of plant pre-start checklists and service requests resulting from the pre-start inspections and arrange maintenance and repairs as required.
- Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation.
- Supervise the day to day duties of the workshop team and provide input to staff competency and performance appraisals.
- Liaise with supervisors and coordinators on the scheduling of maintenance and repairs.
- Record relevant information, such as service history, in Council's corporate systems as required.
- Provide assistance to other Council workshops as required.

Key challenges

- Deliver outcomes with competing priorities, resources and budget
- Liaise with supervisors and coordinators on the scheduling of maintenance and repairs to ensure schedules and resourcing needs are achieved.

Key internal relationships

Who	Why
Coordinator Fleet and Procurement	Liaise to obtain strategic direction and guidance on Workshop matters and seek advice on emerging issues
Fleet Team	Liaise to provide day to day direction and guidance on area of responsibility matters. Communicate strategic priorities and direction from Manager Finance and Systems to the Team. Provide leadership, support, and guidance to inspire and motivate the team to deliver high quality, effective, people-focused services
All Council Staff	Collaborate to ensure that environment service projects and services are aligned with business needs and strategic direction.

Key external relationships

Who	Why
General Public, government agencies, private organisations	Provide services and information that meet or exceed customer expectations

Key dimensions

Decision making

Makes decisions and acts within Council's core values, ethical standards, strategic plans, policies and priorities, legislative and regulatory frameworks, delegations, agency policy and procedural frameworks and guidelines.

Reports to	Fleet Coordinator
Direct reports	3-4 Plant Mechanics 1 Plant Mechanic Apprentice
Indirect reports	Nil






Essential requirements

Trades Certificate (Plant and Motor Mechanic); or equivalent trade qualification with suitable industry knowledge and experience, Class MR Drivers Licence and
 WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships Communicate and Engage	Intermediate	<ul style="list-style-type: none"> Focuses on key points and communicates in 'Plain English' Clearly explains and presents ideas and technical information Monitors own and others' non-verbal cues and adapts where necessary Listens to others when they are speaking and asks appropriate, respectful questions Shows sensitivity in adapting communication content and style for diverse audiences
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Participates constructively in unit planning and goal setting Helps plan and allocate work tasks in line with team/project objectives Checks progress against schedules Identifies and escalates issues impacting on ability to meet schedules Provides feedback to inform future planning and work schedules

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none">• Uses a variety of work tools and resources to enhance work products and expand own skill set• Ensures others understand their obligations to use and maintain work tools and equipment appropriately• Contributes to the allocation of work tools and resources to optimise team outcomes
Workforce Leadership Optimise Workforce Contribution	Intermediate	<ul style="list-style-type: none">• Develops team/ project plans that make the best use of the skills and strengths of people in the team• Plans and monitors resource allocation against unit/project plans• Identifies solutions to current and potential resource/capability gaps• Participates in workforce planning to ensure the availability of capable resources