

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Coordinator – Workshop Operations		
<b>Directorate</b>	Infrastructure Services	<b>Branch/Section/Unit</b>	Business Support
<b>Position number</b>	1267	<b>Level</b>	5
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Manager – Business Support		
<b>Direct reports</b>	Officer – Workshop Operations Fleet Maintenance Officer Leading Hand – Workshop Operations Boilermaker – Workshop Operations Fitter – Diesel/Mechanic Fitter - Diesel/Mechanic – Field Service Mechanic – Small Plant Apprentice – Fitter Diesel Apprentice – Mechanic – Small Plant Apprentice - Boilermaker		
<b>Indirect Reports</b>	N/A		

## SCOPE OF POSITION

### Position Summary

To efficiently and effectively coordinate the operation of Council's plant Repairs and Maintenance (R&M) at Gympie & Kilkivan Workshop, manage R&M budgets, available labour and maintain accurate plant service records and supporting database.

### Key Responsibilities of the Role

- Coordinate the Workshop Operation to ensure Council's plant and equipment is maintained to both the manufacturers and GRC standards and that all plant and equipment availability is maximised by swift R&M practices.

- Effectively supervise the safe, efficient and effective operations of Council's Gympie Workshop, including ensuring all plant has written maintenance/servicing instructions and upgrade as necessary in conjunction with the Manager Fleet and Depot Operations.
- Coordinate available labour to continuously improve workshop labour efficiency.
- Further develop plant maintenance data base to incorporate the recording of labour, parts used and service history.
- Investigate and assess plant safety matters, including reporting on all mechanical aspects of accidents involving Council vehicles or plant items in conjunction with the Manager Fleet and Depot Operations.
- Approve methodology to complete major repairs of all Fleet assets.
- Maintain and further develop R&M procedures.
- Maintain safety processes in accordance with GRC procedures and guidelines, including the maintenance of Chemwatch Records, WH&S inspections, Fire Extinguisher register etc.
- Contribute to continuous improvement initiatives within the Fleet and Depot Operations Branch.

## **Expected Deliverables/Key Performance Indicators**

- Develop, implement and maintain service records and databases for both Gympie and Kilkivan Workshops to enable the reporting of all workshop activities and efficiencies on a monthly basis.
- Deliver all maintenance and repairs of the Fleet in accordance with the financial budgets.
- Implement and maintain Succession Planning for all staff members in the workshop operation.
- Ensure all Fleet Assets are maintained in accordance with the maintenance service schedules.
- Ensure all Fleet Assets in operation are fit for purpose and safe to operate and comply with relative legislation requirements.
- Effectively manage the workshop to ensure all works are completed to required industry and Council standards and are completed in expected time frames to maximise plant availability.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'HR' Class driver's license or higher.
- Construction Industry White/Blue card.
- Fork lift ticket.

## **Desirable Licence/Competency (Ticket) Requirements**

- Queensland Automotive Air Conditioning Service and Maintenance Certificate.
- Queensland Transport Inspection Station Officer Accreditation.

## Essential Knowledge/Skills/Qualifications Criteria

- Proven experience in coordinating workshop operations including plant and equipment service and repair, scheduling and prioritisation.
- Demonstrated experience (minimum 2 years) in developing and supervising a team of staff.
- Demonstrated experience in the services and maintenance of light vehicles, light and heavy equipment, and heavy commercial vehicles.
- Demonstrated general administrative experience, with intermediate Microsoft Office (Word, Excel) competency level.
- Technical diagnostic experience on Light, Heavy, Yellow and Green plant is essential

## Desirable Knowledge/Skills/Qualifications Criteria

- Engineering Trade Qualifications.
- Queensland Transport Inspection Station Officer Accreditation or the ability to obtain promptly.
- Knowledge of purchasing and procurement processes.
- Knowledge of database applications specific to workshop environments, including labour efficiency reporting.
- Queensland Automotive Air Conditioning Service and Maintenance Certification.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- On call expectation.
- Occasional local and regional travel.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

## Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

## Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

# Position Description

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*