



## POSITION DESCRIPTION

<b>Position Title</b>	Team Leader Fleet Operations	
<b>Division</b>	Infrastructure	
<b>Group</b>	Resource Recovery and Fleet Services	
<b>Responsible to</b>	Manager Resource Recovery and Fleet Services	
<b>Position Supervises</b>	Direct: 4 (approximately) Indirect: 0	
<b>Position No.</b>	TBC	
<b>Status</b>	Permanent Full Time	
<b>Hours</b>	Based on a 35 hour week	
<b>Salary Point</b>	38-49	<b>Band/Level:</b> Band 2 Level 2
<b>Allowance</b>	As applicable to the position	
<b>Motor Vehicle</b>	Access to an Inner West Council motor vehicle lease back scheme	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Police Check	
<b>Date reviewed:</b> March 2023		<b>Reviewed by:</b> Manager Resource Recovery and Fleet Services

## **POSITION PURPOSE**

You will be responsible for ensuring your Fleet Operations team undertakes efficient and effective mechanical repairs and maintenance of council's motor vehicles, plant and equipment, together with associated administrative functions. You will direct the work and activities of your staff and ensure that the team consistently works to meet its targets and commitments against their individual or team work or performance plans. You will help solve problems and resolve issues regarding council's fleet and plant.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Trades certificate in automotive engineering
2. Motor Vehicle Repair Industry Council Trades licence (MVRIC) & eligible to be a Proprietor of a mechanical workshop
3. RMS Authorisation as an examiner for the registration of Council's plant and equipment
4. Extensive experience in the repair and maintenance of a wide range of vehicles and plant
5. Demonstrated ability to lead and manage a team and its functions to achieve required outcomes
6. Demonstrated computer proficiency
7. Demonstrated written and verbal communication skills, including the ability to communicate effectively with staff, suppliers, contractors and other stakeholders
8. Ability to work under pressure and meet deadlines
9. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times
10. Current NSW Class HR Driver's Licence
11. Current NSW Class C Driver's Licence

### **Desirable Criteria:**

1. Local Government experience
2. Knowledge of, and experience in using fleet management software

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- Undertake mechanical repairs as required and provide leadership to all staff engaged on maintenance / repair and testing of all motor vehicles, trucks, plant and equipment.
- Work collaboratively with the fleet management services team to develop and maintain a program of service and maintenance for council's fleet and plant to maintain maximum level of performance
- Ensure that all plant and equipment is serviced in accordance with agreed service schedules and is roadworthy before leaving the workshop.
- Assess and evaluate proposed new fleet, plant and equipment and provide written recommendations to support the compilation of the annual plant replacement program, in consultation with service unit asset owners
- Coordinate and process vehicle accident reports for insurance purposes, including arrangement of trade repair for all items with liaison between the trade repairer, third party, Council employee(s) and insurance broker. Maintain records & reports on accidents, vehicles and drivers involved.

- Arrange contract trade repair of council's fleet, plant and equipment as required.
- Ensure all fleet and plant operators follow requirements for record keeping, including but not limited to log book entry for fleet shared use vehicles, inspections and checklists
- Purchase and maintain adequate spare parts and equipment stock items in consultation with the Manager Resource Recovery and Fleet Services and stores team
- Ensure the effective and sound operation of mechanical workshop/s by monitoring existing equipment usage and formulating recommendations for necessary improvements.
- Ensure all works undertaken by the workshop/s are accurately recorded in council's fleet management database
- Coordinate inspection of all motor vehicles, plant and equipment for registration purposes including liaison with Roads and Maritime Services for heavy vehicle inspections.
- Arrange and coordinate disposal of fleet and plant, in collaboration with the fleet management services team.
- Program and coordinate annual inspection of all council's pressure vessels and maintain records of certification.
- Coordinate and/or attend after hours mechanical emergency call-outs as and when required.
- Oversee installation of GPS, mobile phone kits and other ancillary items into fleet as required.
- Work in collaboration with all stakeholders, providing a high level of internal and external customer service
- Work in accordance with all applicable council policies and procedures
- Keep up to date with contemporary mechanical repair and maintenance practices
- Other duties as may be specified by the Manager Resource Recovery and Fleet Services from time to time.

#### *Financial Management*

- Provide input into budget planning and then manage and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Regularly communicate with the Manager Resource Recovery and Fleet Services with regards to the status of the team's budget, and any changes and/or adjustments that need to be made to keep the budget current and accurate

#### *Leadership and Service Management*

- Lead and monitor achievement of outcomes by staff, ensuring services delivered meet the management plans and service agreement requirements
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Ensure that the Manager Resource Recovery and Fleet Services is informed of any issue which may affect staff, the community and/or service delivery

#### *Staff Management*

- Lead, motivate, support, develop and manage staff in a way that is consistent with Council's principles/values, policies and systems
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

## **KEY RELATIONSHIPS:**

**Internal:** Fleet and plant asset owners in other service units, procurement services team, stores team

**External:** Suppliers (including fleet and plant, spare parts, fleet management software), State Government agencies such as RMS, third party contract providers such as Procurement Australia, LGP and SSROC.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT  
SUPERVISORS / TEAM LEADERS / GANGERS  
RESPONSIBILITY**

**LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood the position description for the **Team Leader Fleet Operations** as detailed in this document.

Signature: .....

Date:        /        /