

## POSITION DESCRIPTION

<b>Position Title:</b>	Fleet and Workshop Officer	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100928	<b>Department:</b>	Works
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Fleet, Workshop and Stores
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Works Centre
<b>Classification:</b>	Grade 3		
<b>Reports to:</b>	Fleet, Workshop and Stores Coordinator		

### PRIMARY PURPOSE:

This role is to support the Fleet, Workshop, and Stores Coordinator in the management of Council's fleet operations and oversee the mechanical and welding fabrication team. All duties are to be conducted with a strong focus on compliance, workplace safety, efficiency, and alignment with Council policies, procedures, and strategic goals.

### KEY RESPONSIBILITIES:

RESPONSIBILITIES	ACTIVITIES
<b>Operations</b>	<ul style="list-style-type: none"> <li>Responsible for entering and maintaining fleet, plant, and equipment data into Council's asset management system</li> <li>Commission of new fleet, plant, and equipment for operational service</li> <li>Decommission of old items as specified in Council directives</li> <li>Schedule service, maintenance and repair of fleet, plant, and equipment</li> <li>Assessment and correction if applicable of reported faults and issues</li> <li>Schedule certification of applicable assets</li> <li>Completing bi-annual asset audit</li> <li>Preparation of daily inspection / checklists and associated data entry</li> <li>Insurance assessment and organising quotes, repairs and hire vehicles</li> <li>Oversee and ensure Workshop welding / fabrication and mechanical works are completed on time and to standard</li> <li>Perform other tasks for which you are trained or certified as required</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>Collaborate with council staff and pro-actively share knowledge help build and maintain other skills and capability</li> <li>Perform activities in a manner that promotes cooperation and good relationships with the team members</li> <li>Provide support and advice for Council operations</li> <li>Respect others and their viewpoints</li> <li>Provide support and mentoring for workshop staff</li> <li>Deliver quality service that builds trust and respect</li> <li>Take responsibility to delivery outcomes that benefit our community</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Promote a positive image of the Council while representing the council to internal and external clients</li> <li>Identify and share new and continuous improvement opportunities</li> <li>Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities</li> <li>• Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken</li> <li>• Ensure all allocated works are completed to the required standard in a timely manner and within budget</li> <li>• Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community, and employees</li> </ul>
<b>Safety &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation.</li> <li>• Assist in delivering the daily operations of the team including toolbox discussions, and allocation of work tasks as required</li> <li>• Operate equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties</li> <li>• Monitor and report on compliance with relevant Acts, Regulations, and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required</li> <li>• Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports</li> <li>• Complete and maintain all certificates, compliance training and allocation training and certification as required</li> <li>• Assists in the investigation of incidents/accidents. Able to interpret information from detailed construction plans, design specifications and safety data sheets.</li> </ul>

## **ADDITIONAL INFORMATION**

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of the Council, as directed.

## **ORGANISATIONAL REPORTING RELATIONSHIPS:**

### **Internal:**

- The Fleet and Workshop Officer reports to the Fleet, Workshop and Stores Coordinator for all operational and management matters.
- The role is a key contributor to the Fleet, Workshop and Stores program and will liaise with employees of Council.

### **External:**

- The role will liaise with external stakeholders such as contractors, service providers, suppliers and visitors.

## **SPECIALIST DELEGATIONS:**

- Nil

## LICENSES/ACCREDITATIONS/QUALIFICATIONS

### Essential

- Class C car license
- White Card

### Desirable

- A mechanical trade qualification
- Class MR Medium Ridgid truck license
- Class LF Forklift license

## KEY SELECTION CRITERIA – SKILLS AND EXPERIENCE

### Essential

- Competent in the use of Microsoft, Outlook, Excel and Word.
- Demonstrated knowledge and experience with a minimum of 3 years' experience in a fleet/mechanical workshop supervisor role.
- Demonstrated knowledge and experience in mechanical and welding fabrication processes.
- Sound knowledge and understanding of Workplace Health and Safety (WHS) practices. Including development and review of Safe Work Method Statement's (SWMS) and Safe Operating Procedures (SOPs).

### Desirable

- Experience in collection, maintenance, interpretation and presentation of data.
- Knowledge of asset management systems (fleet).
- Knowledge of checking and processing invoices.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters

### We are trusted

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge

### We deliver

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	