



WORKSHOP/FLEET SERVICES SUPERVISOR

POSITION TITLE:	Workshop & Fleet Services Supervisor
POSITION NUMBER:	3012
AWARD:	Queensland Local Government Industry (Stream C) Award – State 2017
AWARD CLASSIFICATION:	Above award
REPORTS TO:	Public Works Manager
DEPARTMENT:	Infrastructure and Environment
LAST REVIEWED:	October 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The primary purpose of the role is to coordinate and perform repairs and maintenance to Council's fleet, plant and equipment, to ensure all plant items are safe and fit for operational purposes. Routine, scheduled, ad-hoc and breakdown repair and maintenance practices should be carried out in a safe and efficient manner.

Specific expectations associated with the role include:

- Ensuring that plant, equipment and other Depot assets are maintained to a high operational standard;
- Automotive repairs and maintenance are undertaken in a safe, timely and competent manner by way of planned and preventative maintenance;
- Planning, replacement schedules, registration, compliance and record keeping is undertaken in an accurate and timely manner;
- Work is undertaken in a safe manner consistent with Council's Work, Health and Safety Policy;
- Demonstrated commitment to Council's statutory and policy requirements. In particular,



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ensuring safety and compliance requirements is maintained;

- Provide professional and responsive services to Council users of the fleet, plant and equipment.

REPORTING LINES

This position reports to the Public Works Manager

KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position. In addition, any other duties or direction required to achieve the position objectives:

- Proactive servicing and maintenance;
- Repairs as required, ensuring priorities identified are delivered;
- Develop and deliver appropriate servicing programs;
- Assess operational performance, damage and repair trends, to identify areas requiring proactive management;
- Manage and maintain operating licences, permits and insurances as per legislative requirements and Council policy;
- Welding where required;
- Consult with the DWES Management Team regarding the development, modification, purchase and/or replacement of Council's plant and equipment to ensure these assets meet the requirements of the organisation;
- Maintain a clean and tidy personal work area and assist with general cleaning duties in a workshop environment;
- Utilization of hand tools, welding/cutting equipment and all safety equipment when working with or near hazardous materials;
- Maintain a daily record of all work task and materials on a Job Card or computer system;
- Actively utilise Council safety systems and contribute to overall safety practise and safety improvement;
- Work under minimal supervision and where required, assistance is available from the Works Manager;
- Prepare reports for Manager on unscheduled vehicle maintenance or incidents as they occur
- Perform out of hours work when required, on a call out basis;



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ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Prepare, manage and monitor budget for maintenance and repairs of Council's workshop, equipment and consumables;
- Prepare and execute Tenders for supply of new plant
- Participate in tender evaluation as required
- Critically evaluate plant performance against industry benchmarks and in-situ performance
- Encourage and support industrious, harmonious and team-oriented work groups by maintaining effective communication;
- Foster high morale through sound, consistent and fair management practices;
- Conduct probation and annual performance reviews for assigned staff;
- Assist in the identification of training needs;
- Assist in coaching and training staff, including apprentices, trainees and casuals, to develop work skills and increase efficiency;
- Formulate workshop policies and procedures and ensure their implementation and adherence;
- Prioritise work to allocated staff and participate in maintenance and repair work as part of the workshop team;
- Encourage and support continuous improvement in work practices by recommending to management changes which would facilitate better services to various departments of Council or improve efficiency and cost reduction either within the area of responsibility or Council as a whole;
- Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records as required by management (i.e. time sheets, weekly work sheets, Job Cards). This may require the use of computer software to record and access information;
- Maintain accurate and complete records of repairs, maintenance, modification of all Council plant and equipment and present for auditing purposes as required;
- Interpret manuals and software to identify spare parts and liaise with the Supply Coordinator in regard to parts ordering;
- Determine forward ordering requirements as per service program and ensure equipment and materials required are procured from the store or external suppliers in accordance with Council's purchasing policy and within limit of delegation;
- Ensure workgroups respond appropriately to customer and client requests;
- Ensure communication with staff and customers is always clear and courteous.



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KEY ATTRIBUTES AND EXPERIENCE

- Automotive repair techniques associated with all Council equipment, including large earthmoving equipment, trucks, passenger vehicles and small petrol/two stroke engines;
- Good level of welding skills using both gas and electric (ie MIG, ARC);
- Good skills in automotive electric's and hydraulics;
- Good Computer Literacy – Ability to access and use computer and other required software programs;
- Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- Good communication, interpersonal and customer service skills;
- Demonstrated level of motivation, productivity and safety;
- Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement and enthusiasm;
- Good level of literacy and numeracy;
- Knowledge of workshop procedures and automotive repairs;
- Knowledge of the diverse range of plant, equipment and associated aspects applicable to workshop operations;
- Proven ability to work in both workshop and field locations.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- Possess formal qualifications in a Mechanical Trade (i.e. Diesel Mechanic/ Heavy Vehicle Mechanic);
- Possess HR class driver's licence and High Risk Forklift Ticket;
- Accreditation, including post trade qualification, in hydraulics, auto electrical and/or welding (i.e. MIG, ARC etc).

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manages a work area of Council.
- Has significant delegated authority. Selection of methods and techniques are based on sound judgement (guidance is not always readily available within the organisation).
- Decisions and actions taken at this level may have a significant effect on programs/projects/work areas being managed.



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WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011*("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date