

Position Description

Position Title	Workshop Supervisor
Directorate	Sustainable Development and Infrastructure Services
Level	Level 6
Reports to	Coordinator Workshop, Fleet and Stores
Responsible for	Workshop employees
Primary Location	Shire of Augusta Margaret River Works Depot
Delegation	As per the Authorisations and Delegations Register

Position Overview

To manage workshop operations and supervise the work activities of workshop staff and contractors to assist in the efficient and effective delivery of fleet and transport services.

Position Responsibilities

Workshop Supervision

- Implement workshop schedules and programs, including planned and unplanned maintenance, in consultation with internal and external customers, including DFES.
- Ensure plant and equipment downtime is monitored and minimised through effective maintenance scheduling, prioritisation of repairs and efficient resource allocation.
- Develop and implement workshop record-keeping processes and procedures.
- Seek quotes and order parts for repairs and minor modifications as required.
- Implement policies and procedures relating to workshop operations.
- Evaluate workshop operations and recommend improvements.
- Ensure the workshop is safe and complies with WHS legislation and requirements.
- Maintain appropriate workshop inventory levels, monitor stock usage and ensure efficient procurement of parts, consumables and workshop supplies.
- Lead workshop response to urgent and after-hours plant breakdowns as required.
- Facilitate and participate in regular toolbox meetings and promote effective communication within the workshop team and across operational departments.

Fleet Management

- Provide input into the following processes in support of the Coordinator:
 - Prepare technical specifications for the replacement of plant and equipment in consultation with end users, including recommendations on plant replacement and equipment suitability.
 - Prepare reports on plant performance and utilisation to support recommendations that rectify issues, reduce risk, improve efficiency and optimise whole-of-life value.
 - Contribute to plant operational, maintenance and fleet budgets.
 - Assist with tenders, including assessing submissions to support fleet purchasing.
- Provide technical advice to the Coordinator to prioritise plant, equipment and projects for inclusion in the Plant Replacement Program, using plant utilisation data and whole-of-life costing.

- Conduct plant and equipment inductions.
- Conduct plant and equipment risk assessments.
- Assist with managing fleet asset financial and operational records, including the fleet management system, pre-start system, risk assessments and safe systems of work.

Mechanical

- Carry out major servicing and repair work on all Shire plant and equipment without supervision.
- Undertake major repair and service work on all Shire plant and equipment with limited assistance.
- Identify the causes of breakdowns and repair plant and machinery to optimise operational performance and asset value.
- Ensure the workshop, surrounding work areas and all equipment are kept in good working order.
- Carry out maintenance, both scheduled and unscheduled, on workshop equipment.
- Carry out general welding and minor steel fabrication works.
- Contribute to optimising sustainable Shire systems and processes.
- Demonstrate a strong commitment to customer service and provide feedback and advice to customers as required.

Supervising a Team

- Supervise Mechanics and the Apprentice Mechanic.
- Prioritise and delegate workshop tasks to Mechanics and the Apprentice Mechanic.
- Supervise labour, plant, materials and contractors to deliver services safely, to specification, on time and within budget while maintaining a high standard of team performance.
- Lead, coach and mentor team members.
- Engage and supervise contractors to deliver services
- Review team performance and identify opportunities for improvement.
- Responsible for providing employees under their supervision with on-the-job training, guidance and inductions.
- Ascertain, report and assist in the management of staff on the ground and promote positive team behaviour. Monitor staff performance against expected program outcomes.
- Undertake staff performance reviews and manage staff performance.
- Assist in the recruitment and selection of employees.
- Ensure all HR forms are completed and submitted in a timely manner.
- Ensure team submit all required logbooks, records and timesheets and check these for completeness and accuracy. Timesheets are to be completed daily.
- Investigate and identify suitable training for Mechanics and plant operators to improve Shire operations and support the transition to emerging fleet technologies, such as battery-electric and hydrogen technologies.
- Provide on-the-job training to the Apprentice Mechanic and supervise and review their work.

Work Health and Safety

- Contribute towards the success of WHS initiatives within the workplace.
- Promote a positive safety culture throughout the team.
- Monitor safe work practices and complete safety inspections.
- Conduct worksite inductions for employees and contractors.
- Identify and report hazards and incidents.

- Develop, review and oversee the implementation of Safe Systems of Work, including; SWMS, Job Safety Analysis, Safe Work Instruction.
- Undertake risk assessments where required.
- Plan and report on safe workplace operations.
- Induct staff to plant and equipment, ensuring all staff with the team are inducted to the required items of plant.
- Assist in the investigation of workplace incidents and corrective actions
- Lead by example by exhibiting safe work practices in the workplace.

Position Requirements

Essential

- Extensive previous experience in supervising and undertaking workshop services for a wide range of plant and equipment (heavy and light).
- Established leadership, people management and time management skills.
- Completion of a recognised Mechanical Trade Certificate.
- Intermediate computer skills including Microsoft Office programs.
- Demonstrated ability to manage budgets and produce financial reports on plant.
- Developed written and verbal communication skills.
- Demonstrated ability to make recommendations on complex plant operational and maintenance issues.
- Knowledge of WHS requirements in a workshop environment, including responsibilities for personal safety and the safety of others.
- Demonstrated ability to develop plant renewal plans.
- Ability to operate heavy plant at an intermediate skill level.
- Current HR driver's licence.
- Current WHS Site Induction Certificate (White card).

Desirable

- Experience in asset management of plant and equipment.
- Current HC driver's licence.
- Diploma of Leadership and Management or equivalent.
- Knowledge of local government procurement processes.
- Ability to operate heavy plant at an advanced skill level.
- Accreditation in training and assessment.

Key Relationships

Internal	External
Executive Team Directors Managers Staff Elected Council Members	Residents and Ratepayers Contractors Suppliers State Government Agencies, including DFES and DBCA Volunteer Bush Fire Brigades Plant Consultants and Sales Representatives

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date