

POSITION DESCRIPTION

POSITION TITLE	Workshop & Fleet Supervisor
DIRECTORATE - SECTION	Asset Services – Waste & Fleet Services
LEVEL - EBA	8 – Salaried
RESPONSIBLE TO	Coordinator Waste & Fleet Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

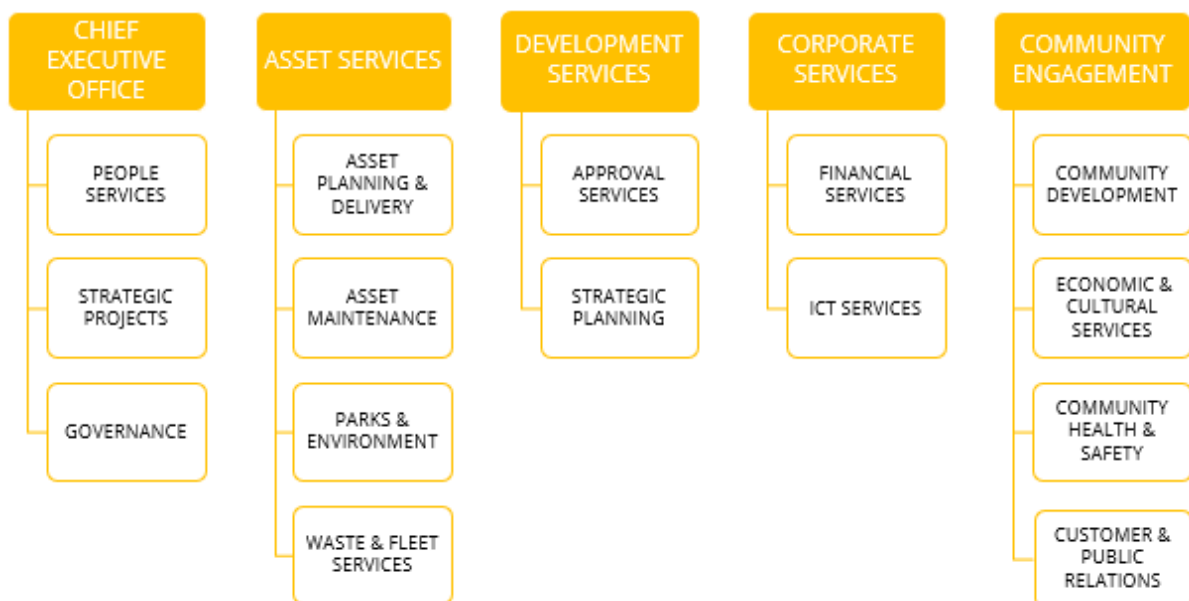
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

- Provide exceptional operational leadership, direction, development, mentoring and support for the Workshop and Fleet team.
- Ensure safe, high quality and cost-effective delivery and maintenance of the City's Fleet Services.
- Work with external service providers and develop replacement schedules.

KEY RESULT AREAS

COORDINATION AND LEADERSHIP

- Provide direction, support and technical expert advice to the team & other City Business Units.
- Ensure productivity and efficiency of work teams by establishing, reporting and monitoring of measurable performance outcomes.
- Coordinate the timely review of the team's key performance indicators, team members annual performance review, identify and address variances.
- Oversee the team to ensure that mechanical services are provided to a high standard.
- Promote a work environment where the team is encouraged to go beyond the normal boundaries, be innovative and responsive to 'outside the box' thinking.
- Efficiently and effectively manage Fleet Services to ensure that all fleet, plant and equipment assets are managed and maintained in accordance with current best practice, statutory regulations, safety and health requirements, Councils policies and budget allocations.
- Engage with stakeholders and implement systems to ensure the City's service and maintenance schedules are met.
- Should the need arise (infrequent) provide out of hours support/direction to City employees/bush fire brigade who experience major mechanical issues predominately with Heavy Plant including authorising the mobility of external resources such as towing.
- Prepare quality reports for presentation to management, e.g. Monthly Service Statistics Report, Business Cases for Staff vacancies, Reports on Plant usage, annual & 10 year plant replacement schedules, agenda items for Asset Services Leadership Team meetings, updates for Councillor Bulletins, staff leave, training, attendance, financials and quality audits.

FINANCE

- Assist with the development, implementation, monitoring and evaluation of Team Plans, Business Plans and Strategies.
- Develop detailed annual budgets with budget phasing, to enable accurate year to date expenditure reporting.
- Ensuring service level, quality standards and legislative requirements are met.
- Undertake, review, and amend adopted budgets.
- Analyse financial reports and reconcile variances at least monthly.
- Prepare contract documentation and technical specifications; assess and evaluate tender/quotation submissions.
- Review plant charge out rates, ensure reimbursement of expenditure for bush fire vehicles, vehicle trade-ins, auction proceedings, insurance claims etc.
- Manage the supply of goods and services in accordance with the City's Procurement Policy and Procedures, ensuring best value for money and optimum quality standards are achieved.

- Ensure that the City's Procurement Policy is adhered to, particularly in respect to quotes as well as requisitions, purchase orders being raised prior to goods being received.

ASSET MANAGEMENT

- Ensure the team efficiently delivers maintenance, operating and capital activities within expected timeframes.
- Prepare the fleet 10-year replacement plan and keep it current.
- Take lead in fleet initiatives and improvements. i.e. EV / Hydrogen Vehicles Strategy
- Prepare preventative, reactive and operational programs to meet agreed levels of service.
- Undertake research, investigation and evaluation of new technology, products and services.
- Management of contractor performance related to the team.

CUSTOMER SERVICE

- Foster, advocate and implement the City's Customer Service Commitment.
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation.
- Ensure a representative from the Workshop team attends Toolbox meetings and provides accurate & current updates.

MECHANICAL SERVICES

- Occasionally undertake mechanical work in unforeseen circumstances should mechanics be unavailable.

CORPORATE COMPLIANCE

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures.
- Identify and report on operational risk in accordance with the Risk Management Framework.
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession of heavy duty and/or light vehicle mechanical trade qualifications, minimum certificate 3 or 4 in Automotive Industry, minimum 5 years' experience
- HR Drivers Licence or willingness to obtain
- Certificate III/IV or Diploma in Fleet Management field, desirable

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

LEADERSHIP

- Strong leadership abilities and team building skills.
- High level of time management and organisational skills.
- Strong decision making, negotiation, facilitation and problem-solving skills.

TECHNICAL

- Knowledge and practical application of relevant industry codes of practice.
- Ability to diagnose and repair a wide range of mechanical and electrical issues.
- Strong knowledge of automotive systems and components.
- Highly developed knowledge of Asset (Fleet) Management principles.
- Strong data analytical and technical report writing skills.

COMMUNICATION

- Well-developed written communication skills including report and operational development writing.
- Highly developed interpersonal skills, with the ability to communicate clearly and constructively across a wide range of audiences, both within and external to the City.

FINANCE

- Highly developed financial management and budgetary skills.
- Advanced computer literacy in applications necessary in undertaking the requirements of the role e.g. Microsoft Office, financial, asset management, project management and record keeping systems.
- Working knowledge of grant applications and acquittals.

SELECTION CRITERIA

1. Extensive experience in facilitation, consultation and negotiation to achieve desired outcomes.
2. Extensive experience in developing and implementing maintenance and operational programs.
3. Extensive experience in the management of contracts including monitoring tools and processes.
4. Experience in procurement of goods and services.
5. Extensive experience in effective human resource management practices.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials

- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.
2. Possession of a current 'HR' class driver's licence, or willingness to obtain.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Waste & Fleet Services
DATE PD REVIEWED/APPROVED: 10 April 2024
