



Position Description

WORKSHOP SUPERVISOR

Directorate	Engineering
Location	Balranald
Classification/Grade/Band	Band 2 Level 2
Position Code	WS1
Date position description approved	22 nd October 2022
Allowances	AWCA Level 1

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¼ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield, Clare and Penarie (Homebush).

Council values

Honesty # Respect # Enjoyment # Teamwork # Openness # Leadership # Customer Focus

Primary purpose of the position

This position is responsible for the efficient Supervision and Operation of the Depot Workshop, Council's Plant and Vehicle Fleet and Field Repairs/ Servicing of Plant and Equipment.as required.

Key accountabilities

- Assist Council Management by taking an active leadership, supervisory and controlling role in all functions performed by the Workshop staff and ensure that all functions are performed effectively,
- Provide leadership to Workshop staff including undertaking hands-on activities in order to meet time restraints and demonstrative team leadership;
- Ensure that all repairs are prioritised, scheduled and are carried out in accordance with established priorities and with least possible delay;
- Ensure that safe and technically sound methods are used by all personnel in the performance of their duties;
- Ensure that the procedures relating to purchase, receipt, storage and use of goods, works and services together with the payment and security is strictly adhered to;
- Ensure that all vehicles and plant are maintained so as to comply with TfNSW and NHVR requirements;
- Effectively operate and control the Fleet Management Records system and ensure Workshop staff are adequately trained in the utilisation of the system;
- Assist Council Management in preparing recommendations for replacements or additions to Council's plant and motor vehicle fleet;
- Assist Council Management in preparing the draft annual budgets and the monthly status report.
- Ensure that, when delivered, new and repaired vehicles and plant are finished to an acceptable standard and comply with Council specifications;
- Ensure that the standards for safe working conditions as required by the Safe Work NSW Authority and State Wide Mutual are maintained;
- Ensure that work carried out by outside contractors (including Smash Repairers) is efficient, of an acceptable standard, reasonably priced and in accordance with Council's statutory financial limits;
- Manage the distribution of Mechanical and other work to ensure adequate staffing to meet the routine and emergency needs of Council.
- Work with the Workshop staff to ensure the efficient running of the Workshop overall.
- Responsible for the security of Plant, Vehicles and Equipment in the Council Depot.
- Assist the Stores Officer with Depot Security.

Public Safety/Risk Management

- Able to identify and rectify potential safety hazards.
- Follow up action items with specific timeframes as directed by Executive Manager of Engineering and advise on action taken.
- Observe risk management principles, policies and practices through the risk management strategy and operational procedure statements.
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential to exposure Council to risk.
- Act in a manner that promotes WH&S.

Work Health and Safety

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the Health and Safety of self and others.

- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in the workplace.
- To report as soon as practicable to your Manager any of the following:
 - Unsafe equipment, work practices or conditions
 - Potential hazards
 - Near misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Council equipment or property

Equal Employment Opportunity

- To comply with provisions of the Anti-Discrimination Act 1997 by taking all reasonable steps to ensure Equal Employment Opportunity.

Key challenges

- Managing the appropriate allocation of resources in a cost saving environment.
- Manage and monitor Fleet usage.
- Managing of Council Assets (including Tools and Equipment) within the Workshop.
- Ensuring that Condition Assessments of Plant and Equipment are undertaken and that all records and plans are up to date and accurate.

Key relationships

Who	Why
Internal	
Executive Manager - Engineering	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Works Coordinator	<ul style="list-style-type: none"> • Receive advice to lead, direct, manage and support performance and development • Identify areas and receive advice to assist with guidance, support, coaching and mentoring of self and others
Council Staff	<ul style="list-style-type: none"> • Provide expert advice on a range of technical practices and issues related to work processes and objectives • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Ratepayers & General Public	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and assist in resolving issues

Who	Why
Contractors, Suppliers and Other Government Agencies	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues • Assist with the Negotiation and recommend for approval contracts and service agreements • Assist in the Management of contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

The position is accountable for decisions regarding all projects, works and operational objectives, for the provision of advice to project teams and work group members and relevant stakeholders on day-to-day operational decisions.

Key decision making requirements of the position include:

- Financial management of Engineering works and projects
- Asset data collection, Asset Condition inspection and reporting
- Risk management monitoring and recommendations
- Assist with Project planning and scheduling

Reports to

Executive Manager of Engineering

Budget (operating and capital expenditure)

As provided Annually by delegation






Essential requirements

- A trade qualification (Minimum Certificate III) in Automotive Trades Heavy Vehicle with 10 years of experience in a similar size workshop.
- Computer literate and able to undertake necessary training course to develop skills and abilities to operate Council's computer system.
- Have or be prepared to develop the skills and abilities to train the Workshop staff to adequately utilise their skills.
- Experience in supervision and discipline of staff and demonstration of Team-leadership skills.
- Possession of a Construction Industry White Card.
- Demonstrate a high level of self-motivation and skill/ability in report writing.
- Hold a minimum HR Licence and be willing to obtain a current NSW Motor Vehicle HC/ MC Level Driver's Licence.

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with their team • Acts as a resource for other teams on complex or technical matters
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers on team goals and plans with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages team projects effectively including resources, budgets and timelines • Manages risks effectively minimising the impacts of variances from project plans • Monitors progress, makes adjustments and evaluates outcomes to inform future planning
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks