

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Plant Superintendent
Group	Operations
Department	Open Space & Recreation
Location	Leeton Shire Council office, 23-25 Chelmsford Place, Leeton
Salary Grading	Grade 12
Employment Status	Fulltime (after successful completion of the 3 month probation period)
Hours of Work	76 hours worked over a 9-day fortnight <i>(Note: this is subject to change if determined by the General Manager or delegate)</i>
Supervisor	Manager Open Space & Recreation
Staff Reporting to Position	<ul style="list-style-type: none">▪ Workshop Supervisor▪ Mechanic
Key Internal Relationships	<ul style="list-style-type: none">▪ Open Space & Recreation Department▪ Roads & Drainage Department▪ Water & Wastewater Department▪ Human Resources▪ Finance
Key External Stakeholders	<ul style="list-style-type: none">▪ General Public▪ Government Agencies▪ Car dealerships

PRIMARY PURPOSE OF POSITION

- ❖ Responsible for the overall replacement and maintenance of plant, fleet and equipment for Leeton Shire Council.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used
- ❖ Regularly review and track budget expenditure
- ❖ Develop cost, quantity and time estimates for activities
- ❖ Assist in preparation and administration of the annual budgets and grant funding

Strategy:

- ❖ Contribute to the review and updating of internal business processes
- ❖ Contribute to continuous improvements involving internal systems of work
- ❖ Conduct annual review of Section's Operational Plan to establish operational scope and priorities
- ❖ Establish direction and priorities for the team in line with Operational Plan
- ❖ Lead and implement departmental plans (e.g. asset management plans, renewal plans)

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them
- ❖ Participate in school and interest group tours and talks as appropriate

People Management:

- ❖ Supervise and coordinate the activities of a team
- ❖ Monitor and quality check work outputs for the team
- ❖ Clearly communicate LSC vision and values to all members of the team
- ❖ Identify training needs and ensure all staff are appropriately qualified to the required standard
- ❖ Carry out or participate in recruitment and selection for all relevant roles

Operations:

- ❖ Provide efficient and effective operation and long-term sustainability of Council's plant, fleet and equipment.
- ❖ Optimise the value and performance of Council's plant fleet and equipment.
- ❖ Ensure workshop, plant, fleet and equipment are maintained to a high level.
- ❖ Prepare specifications, arrange for quotations/tenders, assess, evaluate, recommend and purchase new plant, fleet and equipment.
- ❖ Determine plant maintenance need, prepare and monitor maintenance schedules.
- ❖ Monitor and adjust plant hire rates, as required.
- ❖ Assist in the preparation of plant replacement programs.
- ❖ Develop and oversee works schedules and programs.
- ❖ Provide and obtain information on a regular basis for the Manager Open Space & Recreation and other Council employees.
- ❖ Participate in meetings/group discussions.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must show evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the '[Conditions of Employment Essential Information](#)' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience

1. Tertiary qualifications as a Mechanic with at least four years' experience and experience in a supervisory role.
2. Motor Vehicle Inspector's certificate – heavy and/or light.
3. It is mandatory to possess and maintain at least a current Class 'C' driving licence. Failure to retain such a licence may be grounds for instant dismissal.

Skills and Attributes:

1. Be a customer focused person with excellent interpersonal skills and the proven ability to relate well with the general public and fellow employees and maintain positive relationships with all stakeholders.
2. Demonstrated ability with PC application software including Microsoft Word and Excel.
3. Demonstrated expert knowledge and competency in the areas of Automotive engineering, mechanical principles, hydraulics and automotive electrical.
4. Demonstrated solid working knowledge of Diesel mechanics, GPS tracking systems, welding and general basic steel fabrication, use of compressed air equipment, lifting equipment, diagrammatic interpretations, vehicle and fleet management.
5. Capable of writing standard reports using sound written communication skills.
6. Demonstrated ability to solve problems by the application of established work practices or standard operating procedures.

Desired Requirements:

- ❖ Fleet Management qualifications
- ❖ HR Licence
- ❖ Forklift licence
- ❖ Proprietor of RTA authorised Inspection Station (Unrestricted). (This involves record keeping and issuing of Certificates to Rural Fire Service)

I hereby accept the terms and conditions set out in this position description for Plant Superintendent.

Dated this day of 20....

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Signature

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Jackie KRUGER
General Manager