



NPARC POSITION DESCRIPTION

Position number	1600	Date of last review	June 2020
Position Title	Mechanical Workshop Manager		
Classification	Local Government Industry Awards Stream A (Manager Grade) Band 3 Level 2 - \$91,914 per annum		
Division	Operations		
Location	NPARC Mechanical Workshop Bamaga		
Employment Type	Fixed Term Contract - 3 Years		
Supervisor	Executive Manager Operations		
Direct Reports	Diesel Mechanic - Leading Hand Diesel Mechanic Boiler Marker Small Engine Team Leader Small Engine Mechanic Tyre Fitter/ Trade Assistant x 2 Diesel Fitter Mechanic Apprentices x 2		

1. ORGANISATIONAL ENVIRONMENT

Our Mission

To support the provision of high standard local government services and the economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

With Respect and pride, we build a future for our children based on unity, equitable self-governance, education and culture.

Council Responsibilities

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including good governance across all operational areas, asset management, the provision of utility services, roads infrastructure, sporting and recreational facilities.

Good community development is also a responsibility of Council in nurturing the establishment of a strong community, that controls and uses its assets to provide cultural and other community events and promote and support social justice to improve the quality of our community life. NPARC will work closely with the community, government funding agencies and, where appropriate, business, to secure and deploy the necessary resources for these purposes.

2. PRIMARY OBJECTIVES OF THE POSITION:

The position main objective is to ensure efficient and effective delivery of all aspects of Northern Peninsula Area Regional Council Mechanical Workshop. The role will actively work towards the

achievement of operational and corporate planning objectives while monitoring and responding to daily operational demands. The role is responsible for initiation, implementation and delivery of all workshop strategies including, but not limited to running an efficient and safe workshop to ensure optimum utilisation of Council's vehicle fleet, plants, and equipment.

3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified agreement 2019, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements

4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:

The employee shall comply with the Workplace Health and Safety Act, regulations, codes of practice and Council's Workplace Health and Safety Policies and Procedures and with instructions given by the relevant Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

5. PRIMARY DUTIES & RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

- Coordinate automotive repair and maintenance services to obtain maximum utilization of Council's fleet to prevent operational delays in other departments.
- Ensure the Council's vehicle fleet complies with environmental laws and government regulations.
- Implement processes and schedules to keep the Workshop, equipment, garage and storage facilities clean and maintained,
- Prevent operational delays in repairing equipment.
- Assign, plan, and direct work schedules of staff.
- Ensure that the mechanical service personnel work in accordance with Council policies, procedures, and other applicable laws.
- Prepare, document, and implement customer service standards for the reliable turnaround of Council fleet repairs and maintenance to assure maximum efficiency and productivity in repair and maintenance services offered.
- Develop, document, and improve comprehensive Quality Assurance policies, procedures, and systems in consultation with key stakeholders.
- Address complaints and resolve problems raised by employees using Workshop services.
- Manage and report on the Mechanical Workshop operational budget.
- Assess and report on vehicles and equipment considered for acquisition based on such factors as operational performance, costs of operation and maintenance, operational safety, and compliance with environmental laws and regulations.

- Direct and approve procurement of all types of automotive equipment and materials, supplies, and parts required to maintain automotive equipment, garages, and storage facilities.
- Ensure that plant consumables and spare parts are maintained at required levels.
- Prepare, implement, and manage preventive maintenance schedules to minimise vehicle fleet, plant and equipment downtime.
- Provide mechanical and maintenance advice to all employees in connection with the plant/vehicle under their control.
- Build a culture of quality, teamwork and continuous improvement in the mechanical Workshop underpinned with adherence to sound policies, procedures, and processes.
- Prepare and implement Toolbox Talk schedules and staff meetings.
- Prepare monthly divisional reports and general correspondence as required.
- Participate in the induction, recruitment, and training of employees, including the delivery of in-house training programs.
- Training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees.

5.1 Organisational Responsibilities

- Deliver departmental and organisational responsibilities consistent with approved levels of delegation and authority
- Ensure the provision of timely, accurate, informed and contextually appropriate reports and advice to the Council, CEO, and Executive Leadership team
- Actively work to build a positive reputation and profile of NPARC with the public, stakeholders and within the local government sector
- Be proactive in the identification, management, and mitigation of strategic and operational risks to Council and ensure that there is no tolerance of fraud, corruption or behaviour that may bring Council's reputation into disrepute
- Develop and maintain a rigorous and accurate budget and ensure that day to day financial management practices represent value for money, comply with council policy and procedures and strengthen council's overall financial sustainability
- Ensure all Department operations are consistent with organisational policies, procedures and practices including but not limited to those relating to Corporate reporting and performance measurement:
 - Records and information management.
 - Risk management
 - Workplace health and safety
 - Human resource management
 - Financial management

- Asset management
- Actively contribute to council's emergency response, relief and recovery efforts as required
- Represent the Council, CEO and or Executive Manager at various events, forums or meetings as required
- Maintain a good working knowledge of relevant legislation and regulations and apply legislative requirements to the practice of the department and council operations.
- Work cross-organisationally on various projects and initiatives to ensure the efficient and effective operation of the total organisation

5.2 Organisational Relationships

Reports to: Executive Manager Operations and Essential Services

Internal Liaison: Members of the Workshop Team, Chief Executive Officer, Executive Managers, and all NPARC employees.

External Liaison: Federal and state government agencies, statutory authorities, contractors, members of the community

6. SELECTION CRITERIA:

1. Relevant Qualification in Automotive/ Mechanical trade (Diesel Fitter) is mandatory with a minimum five years of related work experience, or an equivalent combination of experience and education.
2. Current class C driver's licence (HR driver's licence would be advantageous).
3. Ability to effectively repair and maintain Councils plant, machinery, and equipment.
4. Proven leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
5. Proven experience in contributing to budget preparations, managing budgets, reporting on budget variations, and analysing financial information to assess opportunities for cost savings.
6. Ability to manage accounts, invoicing, budgets, stock/ inventory control, sourcing and ordering parts.
7. Demonstrated interpersonal and communication skills both oral and written communication skills with the ability to prepare succinct reports.
8. Ability to write and interpret reports and work plans, with sound knowledge of MS Office Suite.
9. Demonstrated behaviour which supports a diverse, equitable and safe workplace practices.
10. Demonstrated ability to monitor vehicle fleet costs and analyse data to improve efficiency of Council's plant fleet.

11. Demonstrated ability to assist staff to analyse, diagnose and solve mechanical problems, time management and organisational abilities.
12. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or Aboriginal and Torres Strait communities would be highly regarded.

7. KEY PERFORMANCE INDICATORS:

Management of Mechanical Operations

Responsibility	Management of Council Workshop Operations
Criteria	<p>Council fleet is maintained in accordance with legal and statutory obligations</p> <p>Workshop budget is maintained</p> <p>Duties are carried out in a timely, accurate manner and treated with confidentiality</p> <p>Stock levels are maintained to adequately service and maintain Council vehicles</p> <p>Workshop is maintained in a clean and orderly manner</p>
Responsibility	Administration
Criteria	<p>Accurate data and information records are maintained</p> <p>Reports are submitted to meet required deadlines</p>
Responsibility	Supervision
Criteria	<p>Positive Team environment</p> <p>Training and development plans implemented for staff</p> <p>Comply with utilise council's staff enhancement and appraisal tools and programs. Promote active communication and feedback with all council staff</p>
Responsibility	Customer Focus
Criteria	<p>Maintain a high level of customer services towards all clients</p> <p>No substantiated complaints</p> <p>No breaches of confidentiality</p>
Responsibility	Adherence to Council policies and procedures
Criteria	No breaches of Council's policies and procedures

Involvement in the organisation promoting a sense of ownership and teamwork into the organisation

Maintaining a valid Class C Drivers Licence

I agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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CEO Name: _____ Signature: _____ Date: _____
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