

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Workshop Coordinator	<b>Designation &amp; Classification Level</b>	RGRC Level 7 or 8 depending on qualifications
<b>Position No</b>		<b>Division</b>	Infrastructure Services & Planning
<b>Business Unit</b>	Workshop	<b>Reports To</b>	Assets Manager
<b>Location</b>	Katherine	<b>Date Created</b>	October 2021

2. POSITION CONTEXT	
<b>Position Summary/Purpose</b>	Provide all mechanical services to customers and all Roper Gulf Regional Council Communities, ensuring all vehicles, heavy and light earth moving equipment and other plant and machinery is kept in a serviceable condition for use when requested. This position has to maintain positive customer relations and maintain a good rapport with the community, elected members and staff of the council. The position will also oversee a small team of mechanics and apprentices at the Council's workshop.

### 3. KEY RESPONSIBILITIES

1. **Service Delivery, Planning and Monitoring**
  - Carry out a high standard of repairs and maintenance to Council plant, machinery, equipment and private sector vehicles.
  - Provide assistance to the Assets and Projects Manager to ensure that correct and proper records relating to the management of the Workshops, including vehicle maintenance, assets and stock control are maintained.
  - Prepare job cards for all work carried out and provide assistance to the Assets and Projects Manager to ensure invoices are raised for each vehicle.
  - Provide assistance to the workshop management with the preparation of technical reports and correspondence as required.
  - Provide assistance to the Assets and Projects Manager to ensure spare parts stock are available to allow mechanics to function efficiently.
  - Travel to remote communities and locations to undertake a range of repairs and maintenance as required.
  - Carry out other associated duties within the scope of the relevant level as directed.
  - Relieve the Assets and Projects Manager and undertake associated duties from time to time as required.
  
2. **Organisational Sustainability**
  - Monitor tools, tool room equipment, and maintenance and safety practices.
  - Source and purchase parts at the best price possible as required
  - Maintain adequate inventory of parts, equipment and supplies used in repairing and servicing vehicles.
  
3. **Quality and Continuous Improvement**
  - Supervise and lead a small team of staff located at the workshop with job allocation, support and training.
  - Ensure that the training of apprentices is of a standard and quality consistent with that required to be recognised and certified as fully qualified and experienced Mechanical Tradespersons

#### 4. Work Health and Safety

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Successful completion of the Mechanical Trades Certificate with substantial trade experience in a mechanical workshop including diesel fitting and petrol mechanics
2. Demonstrated experience in working in and management of mechanical workshop for at least two (2) years.
3. Light or Heavy Mechanical Trade Qualifications and/or extensive industry/community experience.
4. Demonstrated experience in scheduling repair, maintenance and servicing of plant, trucks and small equipment.
5. Demonstrated ability to resolve various issues autonomously, providing strategic solutions for complex issues applying established practices and procedures
6. Demonstrated ability to undertake hands-on mechanical repairs efficiently and effectively.
7. Proven experience in management and supervision of staff, with the ability to plan and co-ordinate team activities to achieve operational objectives.
8. Effective communication skills with the ability to provide training and support to a small number of teams.
9. Knowledge and competency in Four Wheel Driving, remote recovery and 4WD mechanics.
10. High ethical standards and personal integrity.
11. Well-developed interpersonal and customer service skills with demonstrated experience liaising with a wide range of internal and external clients
12. Sound knowledge and experience in the use of computer programs and Microsoft Office Suite, with demonstrated ability to write reports and work plans.
13. Well-developed time management and organisational skills
14. Demonstrated ability to implement and monitor Work Health and Safety, quality and environment requirements in relation to the workshop operations and to facilitate training.
15. Able to meet the inherent requirements of the position both physically and mentally.

##### DESIRABLE


1. Qualifications in Heavy Diesel Mechanical or in a related discipline.
2. Relevant licences and/or qualifications to operate heavy machinery.
3. Experience or qualifications with auto electrics and vehicle air conditioning.
4. Qualifications or authorised in Motor Vehicle Registration inspections.

5. Current NT Class Heavy Combination Licence (HC)
6. A willingness to work in a demanding environment that may require out of normal hours work.
7. Knowledge and experience living and working in remote Indigenous communities and the ability to demonstrate a high level of cross cultural awareness.

#### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia.
2. Current Criminal History Check (issued within three (3) months) or undertake a new criminal history check prior to commencement of employment with RGRC
3. Valid Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing
4. Hold a current Northern Territory Drivers Licence with a minimum C Classification (manual vehicle)

#### 5. ACKNOWLEDGEMENT

<b>GENERAL MANAGER</b>	ANDREEA CADDY	Date Approved: 12/11/21	Signature: 
<b>Employee Name</b>		Date:	Signature:

