

Position Description

Position Title:	Workshop Maintenance and Planning Officer
Award Classification:	Level 4-5
Employment Conditions:	Guided by the Queensland Local Government Industry (Stream A) Award – State 2017
Department / Branch:	Engineering / Asset Management
Principal Location:	Council Depot, Hughenden
Reports to:	Workshop Operations Coordinator (or as directed)
Direct Reports:	Nil

POSITION OBJECTIVE

The Workshop Maintenance and Planning Officer is responsible for planning, coordinating, and monitoring the maintenance of Council's plant, fleet and equipment to ensure safe, reliable and cost-effective operations. While maintaining compliance and assisting with workshop operations, this position plays a crucial role in providing support to the Workshop Operations Coordinator.

The role requires a high level of professionalism, a commitment to high-quality service delivery, and a proactive approach to continuous improvement, ensuring outcomes align with the best interests of Council and the community.

KEY POSITION RESPONSIBILITIES

Maintenance Planning and Coordination

- Manage and maintain Council's Computerised Maintenance Management System (CMMS) by maintaining physical and electronic records including data entry, reporting, filing and archiving.
- Maintain a comprehensive list of Council's plant and other equipment including related data.
- Maintain maintenance records and equipment service history using data sources from Council's CMMS, meter readings and prestart forms.
 - Analyse pre-start checklists.
 - Raise, update, and close work orders in Council's CMMS.
- In cooperation with the Workshop Operations Coordinator, plan and schedule maintenance of Council's plant and fleet equipment in conjunction with prioritised breakdown repairs / maintenance and service requirements.
 - Provide accurate, relevant and concise plant and equipment scheduling, information and reports to the Workshop Operations Coordinator.
 - Ensure that all Work Order Cards have been generated, printed and parts are available and on site before work begins.
 - Communicate weekly agreed maintenance schedules to all Stakeholders.
- Obtaining quotes and ordering of supplies and parts as required by the workshop.
- Liaise with external agencies to arrange Labour Hire when required (i.e. Hastings Deering, RDO Equipment, Isuzu, etc).
- Liaise with the Finance Department on the commissioning and decommissioning of Council's plant and equipment.
- Develop, improve & maintain technical inspection and safety inspection checklists for plant and equipment in Council's Fleet Management Software.

- Coordinate and maintain roadworthiness and machinery inspections of Council's fleet of trucks and attain certifications.
- Maintain Council's fleet registrations, certificate of inspections, and police permits where necessary.
- Assist in maintaining workshop health and safety document requirements including SWMS, Safety Data Sheets and Journey Management Plans.
- Contribute to the continual improvement & development of preventative maintenance programs.

General

- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner.
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required.
- Ensure that requests are acted on and reported upon in accordance with Council Policy.
- Keep the Workshop Operations Coordinator appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public.
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.
- Perform other duties as directed by Workshop Operations Coordinator from time to time within the scope of the classification.

SELECTION CRITERIA

Essential

1. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders through various modes including reporting and making recommendations to senior leaders within an organisation.
2. Demonstrated experience working with Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs used by Council.
3. Demonstrated experience working with Computerised Maintenance Management Systems and Fleet Management Software.
4. Current unrestricted C Class drivers' licence and ability to travel throughout the Flinders Shire and other locations as required.
5. Current national general construction induction (white) card or the ability to obtain one.
6. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy

- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

Corporate Responsibilities

All employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Workshop at the Depot in Hughenden however, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Engineering Service Team, other portfolios across Council and senior leaders including Chief Executive Officer and elected members.

External: Government departments, contractors, suppliers, general public and other Local Government regions.

Delegations: The Workshop Maintenance and Planning Officer works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Misenka Duong, Director of Engineering

Signature:

Date:/...../.....

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature:

Date:/...../.....