

**POSITION DESCRIPTION**

Plant and Fleet Services Coordinator (POS1486)

<b>Directorate:</b>	City Presentation	<b>Department:</b>	Operational Facilities		
<b>Position Grade:</b>	15	<b>Reports to:</b>	Manager Operational Facilities		
<b>Last review:</b>	June 2018	<b>Next review:</b>	June 2020	<b>Version No.:</b>	2.1

**Position purpose:**

To supervise workshop operations and mechanical staff to deliver specialist services in maintaining and servicing all vehicles, plant and equipment for all Councils assets, including SES and RFS equipment. This will involve a detailed knowledge of passenger vehicles and light and heavy commercial plant and equipment. The Plant and Fleet Services Coordinator will ensure that all equipment is maintained at an optimum level without compromise to Work Health and Safety standards.

**Key accountabilities/responsibilities:**

Responsible for:

- 1) Delivering mechanical maintenance activities, in particular, plan, organise, lead and monitor work tasks as directed by the Manager Operational Facilities, City Presentation
- 2) Preparing mechanical servicing programs and resource plans to ensure jobs are delivered on time and within cost constraints whilst maintaining high quality and safety standards
- 3) Development of Fleet budget in consultation with Manager Operational Facilities and monitoring of financial performance.
- 4) Develop specifications and assessments for plant, fleet and equipment tenders
- 5) Developing improvement initiatives that will increase productivity, reduce operating costs and minimise disruption to the organisation
- 6) Facilitating a positive work culture that will grow the Mechanical Services business
- 7) Establishing and maintaining a good working relationship with subcontractors and suppliers and to ensure that products and services are delivered in a timely manner
- 8) Compliance with Work Health and Safety requirements and be able to complete risk assessments, tool box meetings, accident investigations, return to work plans and develop safe work method statements
- 9) Preparing reports, cost estimates, purchase orders, time sheets and various correspondences as required
- 10) Effectively planning and coordinating the day to day administration of staff including requests for annual leave, careers leave, sick leave, training requests etc
- 11) Planning and monitoring the utilisation of all vehicles, plant and equipment
- 12) To record and forward all incidents involving damage to Council fleet & plant to Manager Operational Facilities and area Coordinator

**Decisions made in the position:**

- 1) To complete staff annual performance reviews
- 2) Responsible for budget expenditure
- 3) Maintain Work Health and Safety standards in the workplace
- 4) Allocate resources as required

**Decisions referred:**

- 1) Appointment and/or dismissal of staff
- 2) Expenditure above delegation
- 3) Change to agreed work program
- 4) Request for new capital works

**Key issues/challenges:**

- 1) Work with limited resources
- 2) Understanding of existing work practices
- 3) Meeting increasing stakeholder expectations
- 4) Existing vehicles, plant and equipment condition
- 5) Reducing the risks of a hazardous work environment

**Key working relationships:**

- Team Leaders and Team Members
- Coordinators
- Manager Operational Facilities City
- Internal Stakeholders
- Presentation

**POSITION SPECIFICATION**

*This section needs to be addressed in any application for this position.*

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

**ESSENTIAL CRITERIA**

**Qualifications/Licences**

- Tertiary qualification in Mechanical trades and / or extensive field experience
- Current Class C Drivers Licence and plant and equipment operations accreditation

**Experience**

- Coordinating, coaching and mentoring mechanical trades staff
- Extensive experience and knowledge of heavy equipment including Trucks, Compactors, Sweepers, Excavators, Rollers, Tankers, Graders etc
- Preparing reports, cost estimates, and written correspondence
- Understanding and application of Work Health and Safety systems
- Delivering effective plant and vehicle servicing in a timely manner and within budgets

**Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Must have computer literacy skills
- Demonstrated problem solving and conflict resolution skills and experience
- Demonstrated leadership skills
- Must have good interpersonal skills and the ability to resolve conflict
- Able to deal with service providers in a professional manner
- Demonstrated ability to reduce operating costs whilst maintaining or improving the level of service

**DESIRABLE CRITERIA**

**Qualifications/Licences/Experience/Knowledge and Skills**

- Current WorkCover tickets
- Current Class LR and/or MR Drivers Licence
- Ability to work in a team environment
- Good listening skills and willing to learn

## **CORPORATE VALUES**

*This section does NOT need to be addressed in any application for this position.*

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

### **1. Value Staff**

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

### **2. Work Together**

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

### **3. Respect People**

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

### **4. Communicate Effectively**

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

### **5. Show Leadership at all Levels**

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.