

## POSITION DESCRIPTION

Team Leader Plant & Fleet (POS1228)

<b>Directorate:</b>	Operation	<b>Department:</b>	Operational Support
<b>Position Grade:</b>	11	<b>Reports to:</b>	Coordinator Plant & Fleet
<b>Last review:</b>	June 2024	<b>Next review:</b>	June 2027
		<b>Version No.:</b>	3.1

### Position purpose:

Team Leader is responsible for the management of workshop staff, and ensuring all matters relating to Mechanical Service Department are achieved in a cost effective, quality and timely manner. This position ensures the Council's Fleet & Plant asset, and the designated workshop area is maintained in accordance with legislative requirements.

In the Coordinator's absence, the Team Leader will act on their behalf by coordinating staff in the workshop.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Working in a team environment with the Fleet Coordinator to plan, carry out and complete all works in an effective, efficient and safe manner.
- 2) The works shall include but not be limited to:
  - a. All works pertaining to mechanical, plant and other related tasks designated by client requirements.
  - b. Maintaining and operating all major and minor plant and equipment. This includes driving plant requiring C, MR and HR licence.
  - c. Completing administrative tasks such as allocating invoices to plant and job cards, inputting data into Ausfleet (fleet software).
  - d. Reporting vehicle or plant defects to the Coordinator.
- 3) Provide advice, direction, and regular feedback on workshop performance to motivate a team of mechanical technicians and apprentices in the delivery of mechanical services.
- 4) Provide on the job coaching and assist with solving complex mechanical and axillary equipment problems, to provide mechanical training and instruction to workshop team Maintaining the workshop and work areas to a clean and safe environment and carry out all required works in a manner which portrays a clean, safe and tidy environment to the community.
- 5) Carrying out work in accordance with WHS Act 2011, WHS Regulations 2011 and Liverpool City Council Policies and Procedures. This includes wearing appropriate safety apparel and reporting accidents in the absence of the Fleet Coordinator.
- 6) Actively identifying and notifying the Fleet Coordinator of ways to improve tasks regarding quality, timeliness, safety or efficiency.
- 7) Conduct the continual monitoring and controlling of workshop expenses and monthly income and expenditure statements and provide the Coordinator with feedback to ensure workshop budget projections are achieved. Carry out other duties as required.

### Decisions made in the position:

1. The role operates with autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority.
2. The role is accountable for the delivery of assigned work, quality, integrity, and validity of the services provided.
3. The role determines strategic priorities in consultation with the Coordinator Plant, Fleet and Mechanical Services and defers complex issues that will substantially alter the outcome or timeframes, major issues or

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conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure.

### **Decisions referred:**

- 1) Expenditure.
- 2) Tasks outside of the scope of this position (e.g. Team schedule such as RDO's, holidays etc).
- 3) Tasks outside of the delegation of this position.

### **Key issues/challenges:**

- 1) To provide a high-quality service with limited resources.
- 2) Completion of given tasks within specified timeframes.
- 3) Customer guarantees met and excellent customer service.
- 4) Highly effective teamwork, and successful management of plant and materials.
- 5) Reduce and work towards no lost time due to on-site injuries.
- 6) Provision of timely scheduled documentation.
- 7) A safe and non-hazardous working environment for all Council team members and the public.
- 8) Flexible attitude to responsibilities and work hours.

### **Key working relationships:**

- Manager Operational Support
- Plant, Fleet and Mechanical Services Team
- Fleet and Plant users/ drivers
- Other Council stakeholders
- External suppliers and sub-contractors.

**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**

- Current HR Driver's Licence.
- Relevant Motor Vehicle Trade Certificate.
- Motor Vehicle Repairs Licence (MVRIC Licence).
- Forklift License (or written commitment to obtain within 6 months).

**Experience**

- Experience in leading a mechanical team, with successful management of plant and materials.
- Trade qualifications in a field related to earthmoving plant and equipment repairs and possess a MVRIC licence as a Motor Mechanic.
- Extensive experience in scheduling repair, maintenance and servicing of earthmoving plant, trucks, and small equipment, including the qualifications to become an Authorised Inspection Station Examiner/ Proprietor.
- Demonstrated ability to interpret technical specifications, engineering drawings, workshop manuals, hydraulic and electrical system diagrams.
- Demonstrated ability to implement and monitor WHS, quality and environment requirements in relation to the Workshop operations and to facilitate training.
- Experience in providing a high-quality service with limited resources and supervision.

**Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Demonstrated ability to work unsupervised, and as a member of a team, with highly effective teamwork.
- Ability to assess safety situations and take appropriate action, including identification and safe handling of hazardous materials.
- Ability to diagnose and repair all items of plant and fleet.
- Demonstrated oral and written communication skills.
- Extensive knowledge of the requirements of the Motor Vehicle Trade.
- Proven ability to manage multiple tasks within financial constraints, limited time frames and with limited resources

**DESIRABLE CRITERIA**

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

- Intermediate computer skills with MS Office Suite.
- AIS Examiner Licence.

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- Confined space ticket.
- Ability to prioritise and deliver in a political and sensitive environment.
- Experience in using the AUSFLEET system or equivalent system/s.
- Experience in using Fuel monitoring Systems.

### 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.