



# Position Vacant – Workshop Supervisor

For full details and requirements of the role – Please refer to the Position Description

## BENEFITS AND CONDITIONS

---

Employment will be in accordance with the Local Government Industry (Stream C) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Salary cash component – Level C2 (a) + over award payment up to \$80,000 per annum.
- Permanent, Full Time
- 9 day fortnight.
- 4 weeks (152 hours) Annual Leave with 17.5% loading per annum.
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement.
- Weekend and after hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (11%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed.

## HOW TO APPLY

---

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 23-24-041**

For further enquiries regarding this vacancy and associated selection process, please contact Mr Atem Jok on 07 4620 8898.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Monday 06 May 2024**

Matthew Magin  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Workshop Supervisor

POSITION DETAILS		
DEPARTMENT:	Infrastructure Services	
POSITION:	Workshop Supervisor	
REPORTS TO:	Manager Roads Construction and Maintenance	
DIRECT REPORTS:	Mechanic	
PRINCIPAL LOCATION:	193 Grey Street, St George	
EMPLOYMENT BASIS:	Full Time, Permanent	
POSITION PURPOSE:	The <b>Workshop Supervisor</b> is responsible for managing the day to day operations and maintenance of the Council’s workshop, plant, equipment and vehicles	
POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	1. Mechanical trade Certificate or other relevant qualification	1. Plant Operator Certificates (tractor, backhoe, loader, grader etc)
SKILLS	2. Sound knowledge of Workplace Health and Safety regulations relevant to the Workshop and maintenance environment 3. Advanced knowledge of and demonstrated experience with contemporary Workshop practices with the ability to interpret and apply policies, procedures and legislative requirements 4. Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 5. Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes 6. Demonstrable high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 7. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and MAGIQ would be advantageous	
EXPERIENCE	8. Extensive experience in mechanical maintenance for a range of vehicles from small plant to heavy earthmoving equipment.	2. Experience in a local authority 3. Experience in maintenance and repair of heavy plant equipment would be advantageous.

# Position Description – Workshop Supervisor

	9. Experience in the supervision of a team within a workshop environment. 10. Experience in coordinating Workshop Operations. 11. Workshop and maintenance environment.	
--	---	--

## IMMUNISATION REQUIREMENTS

The ticked boxes indicate the immunisations required for this role in accordance with the **BAL-1044 Immunisation Procedure**.

<input type="checkbox"/> Influenza	<input checked="" type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input checked="" type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

## POSITION KPI's

Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.

## AUTHORITY/DELEGATION

Works independently under general guidance, guidelines and objectives provided by the Manager Roads Construction and Maintenance. This position has delegated purchasing authority in accordance with **Council's Delegation Register**.

## RESPONSIBILITIES

### INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

### KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:

#### Specialist

- Maximise availability of fixed and mobile plant and equipment.
- Actively conduct mechanical maintenance of fleet vehicles, plant and equipment.
- Provide sound advice on the mechanical capability of plant being considered for purchase.
- Ensure fleet maintenance systems are reviewed and maintained on a regular basis.
- Supervise workshop staff to ensure efficient, on time, cost effective maintenance and repair of fixed and mobile plant and equipment.

## Position Description – Workshop Supervisor

- Perform other duties within your capabilities as directed

### MANAGEMENT RESPONSIBILITIES

#### Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
  - 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 by Council's 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
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

#### Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

### MANAGEMENT RESPONSIBILITIES

#### Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

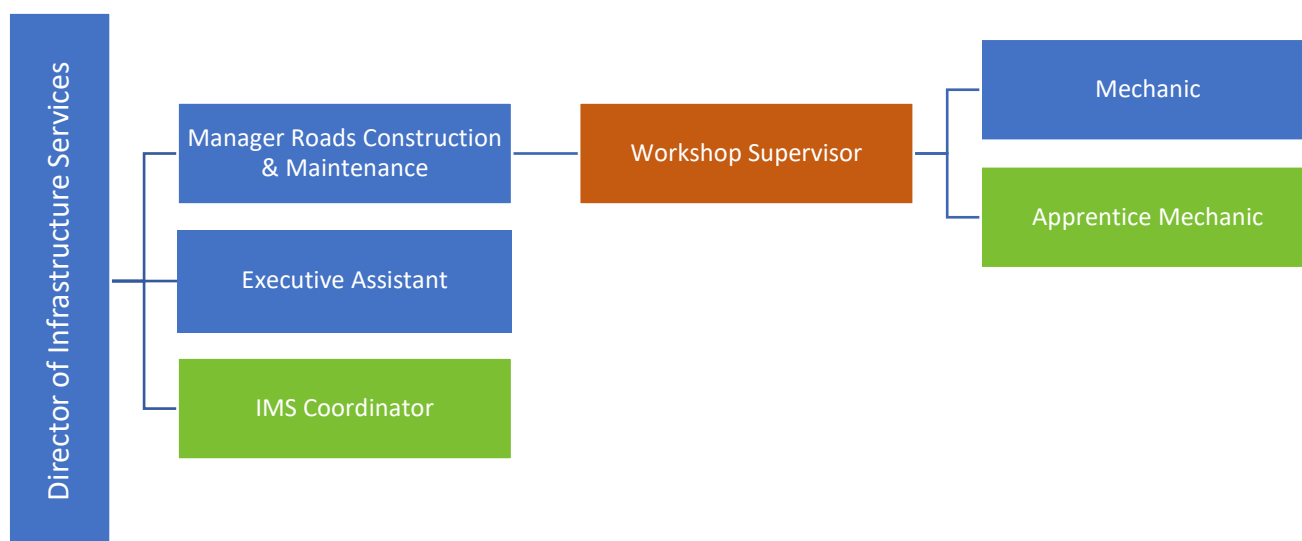
### ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Roads Construction and Maintenance circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to

## Position Description – Workshop Supervisor

- Keep the Manager Roads Construction and Maintenance appropriately and adequately informed on the current state of activities in the section 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
- Completion of digital time sheets on a daily basis

### ORGANISATIONAL STRUCTURE



# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Workshop Supervisor	Reference Number: 23-24-041
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced:     /     /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	

# Application for Employment

## Licences, Tickets and Qualifications

- |   |  |
|---|--|
| <input type="checkbox"/> C – Car                            | <input type="checkbox"/> LB – Front End Loader Backhoe |
| <input type="checkbox"/> LR – Light Rigid                   | <input type="checkbox"/> LF – Forklift                 |
| <input type="checkbox"/> MR – Medium Rigid                  | <input type="checkbox"/> LG – Grader                   |
| <input type="checkbox"/> HR – Heavy Rigid                   | <input type="checkbox"/> LL – Front End Loader         |
| <input type="checkbox"/> HC – Heavy Combination             | <input type="checkbox"/> LR – Road Roller              |
| <input type="checkbox"/> Chainsaw – Cross Cut               | <input type="checkbox"/> LS – Skid-steer Loader        |
| <input type="checkbox"/> Chainsaw – Felling                 | <input type="checkbox"/> Traffic Control               |
| <input type="checkbox"/> White Card (Construction Industry) | <input type="checkbox"/> Cert III Civil Construction   |
| <input type="checkbox"/> Cert III Water Industry Operations | <input type="checkbox"/> Other: _____                  |

## Experience

**Have you ever performed plant operation and/or truck driving duties?** ☐ Yes ☐ No

*Estimated total length of experience (years)*

- |   |  |
|---|--|
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Front End Loader  |
| <input type="checkbox"/> Road Roller      | <input type="checkbox"/> Skid-steer Loader |
| <input type="checkbox"/> Forklift         | <input type="checkbox"/> Truck Driving     |
| <input type="checkbox"/> Grader           | <input type="checkbox"/> Other: _____      |

*In which industry did you gain the majority of this experience?*

- ☐ Rural Industry  
☐ Mining Industry  
☐ Road Construction / Maintenance  
☐ Other Construction / Maintenance  
☐ Combination of most of the above  
☐ Other: \_\_\_\_\_

**Have you ever performed general labouring duties?** ☐ Yes ☐ No

*Estimated total length of experience:*

- ☐ Less than 2 years  
☐ Between 2 years and 5 years  
☐ Between 5 years and 10 years  
☐ More than 10 years

*In which industry did you gain the majority of this experience?*

- ☐ Rural Industry  
☐ Mining Industry  
☐ Road Construction / Maintenance  
☐ Other Construction / Maintenance  
☐ Combination of most of the above  
☐ Other: \_\_\_\_\_

**Have you ever performed in a supervisory role?** ☐ Yes ☐ No

*Estimated total length of experience:*

- ☐ Less than 2 years  
☐ Between 2 years and 5 years  
☐ Between 5 years and 10 years  
☐ More than 10 years

*In which industry did you gain the majority of this experience?*

- ☐ Rural Industry  
☐ Mining Industry  
☐ Road Construction / Maintenance  
☐ Other Construction / Maintenance  
☐ Combination of most of the above  
☐ Other: \_\_\_\_\_

Application Questions			
<b>Do you require any special arrangements at an interview?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below: _____			
<b>Do you hold a current Queensland Driver's Licence?</b> <input type="checkbox"/> Yes, number: _____ <input type="checkbox"/> No			
<b>What is your current residency status?</b> <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Resident of Australia <input type="checkbox"/> Other: _____			
<b>Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Non-citizen with a valid visa that provides work rights			
<b>Where did you find this advertisement?</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Seek  <input type="checkbox"/> Facebook  <input type="checkbox"/> Other social media  <input type="checkbox"/> Other: _____         </div> <div style="width: 48%;"> <input type="checkbox"/> Employee referral  <input type="checkbox"/> Newspaper  <input type="checkbox"/> Council website         </div> </div>			
Referees			
Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:			
Reference No. 1			
Name:		Contact Number:	
Organisation:		Direct Supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reference No. 2			
Name:		Contact Number:	
Organisation:		Direct Supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration			
<p>I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.</p> <p>Have you attached a copy of your <b>resume</b> and <b>cover letter</b>?    <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>Applicant's Name (Print): _____</p> <p>Signature: _____</p> <p>Date: ____/____/____</p> <p style="text-align: center; margin-top: 20px;"><i>Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.</i></p>			