

POSITION DESCRIPTION

POSITION TITLE:	FLEET WORKSHOP SUPERVISOR
DIVISION:	INFRASTRUCTURE & ASSETS
DEPARTMENT:	ASSETS
SECTION:	FLEET
CLASSIFICATION:	BAND 7

POSITION OBJECTIVES:

- The Fleet Workshop Supervisor's primary objective is to ensure that all vehicles, plant and equipment provided for delivery of services by Hume City Council to the community are fully compliant with all statutory requirements and represent a safe workplace for staff.
- Lead and manage all aspects of the Servicing and Maintenance program for the Council's fleet, including overseeing a team of technicians, setting priorities, and ensuring that all tasks are completed to the highest standard.
- Provide ongoing training, mentorship, and professional development opportunities for team members, fostering a culture of continuous improvement and growth.
- Regularly report on the status, performance, and outcomes of the Servicing and Maintenance program.
- Identify strategies for management approval to enhance the workshop and lower expenditure.

KEY RESPONSIBILITIES AND DUTIES:

1. Team Management:

- Take a strategic and proactive approach to managing a diverse team of staff and contractors, working to build strong relationships, foster a positive and inclusive team culture, and ensure the effective and efficient delivery of Maintenance services.
- Develop, implement and monitor programs / services to ensure a best practice approach to service delivery including:
 - Scheduled Maintenance & Servicing,
 - Breakdown Maintenance and
 - Fleet Plant, Vehicles and Equipment Replacement Program.
- Establish, track and report on Key Performance Indicators and Workload Indicators, setting high standards for performance and continuously seeking opportunities for improvement.
- Conduct regular data analysis, review and reporting, monitoring workshop performance and identifying and addressing trends and issues in a timely and proactive manner.
- Ensure WHS Systems and Workshop Procedures are developed, implemented and maintained.
Take a hands-on approach to managing the day-to-day operations of the workshop, providing direction, guidance and support to the team, and continuously seeking out

new and innovative ways to improve the efficiency, quality and effectiveness of the services provided.

2. Staff Development:

- Supervise, support and assist in the development of staff to meet their individual goals, gain relevant skills and effectively deliver services for Fleet.
- Conduct regular assessments of staff training needs, and develop and implement customized training and development plans that are tailored to the specific needs and goals of each team member.
- Foster a positive, collaborative and inclusive workplace culture that promotes open communication, problem-solving, and innovation, and that encourages team members to take responsibility for their own professional development and career growth.
- Implement in conjunction with staff, ongoing productivity improvements including team development strategies while encouraging responsibility and accountability.
- Conduct annual staff performance reviews, providing constructive feedback, recognition and support, and taking an active role in their professional development and career growth.

3. Operational Maintenance Performance monitoring and supervision:

- Monitor the maintenance schedules as required to ensure that Fleet users achieve the optimum benefit and report on the performance of the workshop in relation to defined key performance indicators, service level agreements and budget.
- Aggregate and analyze data to provide comprehensive monthly reports on the maintenance performance of the Fleet.
- Lead negotiations and discussions with contractors and suppliers to ensure best value outcomes and maintain effective relationships with these stakeholders.
- Provide data to support statistical trends and environmental aspects relating to fleet.
- Utilise "Plant Assessor" software to conduct and monitor Risk Assessments, Safe Operating Procedures and Pre-Start Checks of Council Fleet items.
- Assist in policy development and be responsible to ensure the guidelines supporting the fleet policy are maintained, up to date and regularly reviewed.
- Provide information/advice on Fleet and other related matters to relevant stakeholders.

4. Vehicle Plant and Equipment Replacement Program

- Provide the Fleet Coordinator input into the specification for items recommended for replacement due to their condition or "fit for purpose" capacity.
- Be aware of the Fleet Policy Replacement guidelines; make recommendations regarding optimisation of Council assets.
- Ensure that new fleet items are compliant with the specification and ensure pre deliveries are carried out including to:
 - Arrange for the fleet item to be checked for all options and fittings;
 - Arrange transfer and installation of 2-way radios;
 - Organise Inductions for drivers and signoff acceptance of the new fleet item
 - Ensure old fleet items are decommissioned and in the required condition before sending to auction;

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

5. Financial Control, Budgets and Accountability

- Assist in the preparation of the Fleet Operating Budget
- Monitor the operating expenditure of the Fleet operating budget and prepare financial reports to the Coordinator upon request to ensure expenditure of the various programs is contained within the approved budget.
- Process parts and servicing invoices in a timely manner
- Understand and comply with Council policies and procedures.
- Approve purchase orders to financial delegation of \$5000, for the supply of goods/services as required.
- Assist the Fleet Coordinator with the determination of internal hire rates by providing relevant data as necessary.
- Assume the role of Acting Coordinator in times of absence / leave of the Fleet Coordinator and support with the management, administration and supervision of Fleet programs and services.

6. Work Health and Safety

- Perform duties in accordance with the Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Codes of Practice / Compliance Codes and Council policies and procedures.
- Provide guidance, training and support to staff to ensure compliance with OHS policies and procedures and promote a safe working environment.
- Actively participate in the development and implementation of hazard elimination or minimisation strategies.
- Lead by example and demonstrate safe working practices, taking a proactive approach to risk management and hazard identification.
- Report any incidents and hazards to the Fleet Coordinator Immediately and take appropriate action.
- Participate in scheduled inspections and attend work health and safety training.
- Oversee the internal workplace safety inspections and audits, reporting to the Fleet Coordinator issues identified and resultant actions.
- Monitor and follow-up completion of work health and safety open corrective actions reports.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator Fleet
Supervises:	Specialist Mechanics and Workshop Leading Hand
Internal Contacts:	Hume City Council Staff
External Contacts:	Suppliers and Manufacturers, Contractors and Tradespeople

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p>We're better, every day</p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p>We're in it together</p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p>We show up</p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p>All for Hume</p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste &

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
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Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

POLICE CHECK:	
The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK:	
The incumbent must have and maintain a current Working with Children Check	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK	
<ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Audio Test 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT	
The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
OTHER DUTIES	
Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Overseeing the effective and efficient operation of the Fleet unit within allocated budget and in accordance with Council policies and procedures.
- Ensuring compliance with relevant legislation and regulations pertaining to fleet operations, such as environmental standards, licensing requirements, and safety regulations.
- Effective, efficient and timely operation of the Fleet workshop within allocated budget and in accordance with Council policies and procedures, with a service completion rate of over 95% every month.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
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- The incumbent may provide specialist advice to customers and clients within the parameters set by the Fleet Coordinator and fleet policy.
- Developing and implementing strategies in conjunction with Coordinator to optimize fleet utilization and minimize costs, such as by monitoring fuel consumption, vehicle maintenance, and replacement schedules.
- The freedom to act is governed by clear objectives or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. Decisions of significance which may impact service delivery or that exceed the incumbent's delegation must be approved by the Fleet Coordinator before proceeding.
- Participating in cross-functional teams and working groups to support organizational initiatives and improve the effectiveness of Council operations.
- This position provides supervision and direction to subordinate staff and contractors.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Making decisions independently in areas such as day-to-day work practices and staff management, routine maintenance and repairs of fleet vehicles, and work prioritization.
- The ability to make formal recommendations on matters such as improving work practices and procedures, optimizing resource utilization, enhancing service delivery, and implementation of new technology and equipment.
- Problem-solving as it is a key component of this position, with the occupant responsible for resolving issues related to staff management, maintenance and repair of fleet vehicles, and work prioritization. Problem-solving techniques may include data analysis, stakeholder engagement, risk assessment, and creative thinking.
- The ability to make independent decisions within the scope of their delegated authority, with guidance and advice being usually available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Ability to organise and manage a maintenance workshop dealing with Fleet, Plant (including Garbage Trucks and Street sweepers / Tractors) and equipment.
- Proficient knowledge and understanding of Fleet management software – AusFleet or experience with a similar Fleet Management Software system.
- Proficient knowledge and understanding of Microsoft Excel.
- Demonstrated understanding of the legislative, safety and compliance requirements.
- Develop, monitor and report on budgets, prepare financial reports, and analyze financial data to identify trends and areas for improvement.
- Understanding is required of the organizational context, goals or policies, including knowledge of the Council's strategic objectives and how the Fleet unit contributes to achieving them.

Develop and deliver training programs for staff, contractors or customers in areas such as safety, maintenance, and fleet management.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Management skills to achieve objectives, setting priorities, planning, and organizing work despite conflicting pressures.
- Demonstrated ability to operate with minimal supervision and show high levels of initiative.
- Staff leadership and supervision skills including:
 - A reasonable understanding of and a demonstrated ability to implement human resource policies and practices relating to Equal Employment Opportunity, Occupational Health and Safety, recruitment and selection, Position Descriptions and training and development.
 - Demonstrated ability to train staff and ensure that a consistent process of training and development of staff is maintained.
- Ability to analyse and interpret data to monitor performance against key performance indicators and service level agreements, identify areas for improvement and in conjunction with management implement appropriate solutions.
- Managing Maintenance based financial systems including costing, preparation of estimates, analysis of actual costs and purchasing.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Well-developed written and oral communication skills, including the ability to develop correspondence and reports from original ideas.
- Ability to communicate effectively and professionally with individuals at all levels of the organization, including managers, coworkers, and customers.
- Ability to liaise with counterparts to discuss specialist matters and with other employees in other functions of Council to resolve intra-organisational problems.
- Ability to work effectively as a member of a team and gain commitment from other staff to achieve organisational goals.
- Ability to gain cooperation and assistance from other employees, Government authorities and members of the public from a range of diverse backgrounds and cultures in the administration of broadly defined activities.
- Demonstrated ability to deal with difficult situations with composure and resolve problems with staff and the public

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Trade Qualification in Heavy Vehicle technology or related field with relevant experience and technical skills in fleet maintenance workshop/contract management environment.
- Extensive experience in engaging and supervision of mechanics and maintenance contractors.
- Current Driver's Licence.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 9 of 10	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Formal Trade qualification in Heavy Vehicle Technology or related field, with minimum 5 years relevant experience and technical skills in fleet maintenance workshop/contract management environment.
2. Extensive experience in engaging and supervision of mechanics and maintenance contractors.
3. Current Driver's Licence.
4. Demonstrated capability to organise and manage a fleet maintenance workshop.
5. Knowledge of Safe Work Practices and relevant Legislation related to QA, and OH & S.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date: