

VACANT POSITION

FOREMAN - WORKSHOP

We currently have a fantastic opportunity for a suitably qualified and experienced Workshop Foreman to join our team and be responsible for the managing Council's fleet, and workshop and providing efficient support to teams within the Engineering Services Department.

A person in this position will need to have the following:

- Current open 'C' class drivers licence
- Mechanical Trade Certificate or other relevant qualification
- Minimum 5 years' experience in a similar role

To apply for this role:

- Review the Position Description available at www.murweh.qld.gov.au.
- Provide a covering letter detailing how you meet the Selection Criteria for this position.
- Email your response, Position Application form and Resume to recruitment@murweh.qld.gov.au
- For further information relating to this role contact Paul O'Connor on (07) 46568355.

Applications close Wednesday 27th January 2021



Murweh Shire Council

Position Description

Position Title:	Foreman – Workshop	Employment Type:	Permanent Full-time
Department:	Engineering	Award:	Queensland Local Government Industry Award (Stream A)
Location:	Charleville & surrounding areas	Reports to:	Director of Engineering Services
Classification:	Level 6	Supervises:	Workshop Crew
Salary:	\$77,123 to \$80,759	Certified Agreement:	MSC Non-Operational Staff Certified Agreement 2018

Murweh Shire Council

Located in South West Queensland, Murweh Shire covers an area of 40,702km² and encompasses the towns of Charleville, Augathella, Morven and Cooladdi. The Murweh Shire Council serves a community of around 5400 and is a major tourism and commercial hub for the region, with excellent schools, shopping centres and facilities for families. There is a thriving community, and the main industries in the area include grazing, agriculture and tourism.

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other.

Compassion

Vision

Trust

= SUSTAINABILITY

Pride

Integrity

- ▶ We have compassion for all
- ▶ We look forward to set the path
- ▶ We are trusted
- ▶ We take pride in what we do and the way we do it
- ▶ We have transparency about the decisions we make



Position Summary

The Workshop Foreman is responsible for:

- The ongoing professional performance of Council's Fleet, Workshop and associated assets (including personnel) through responsible, resourceful and safe leadership of all resources and operations.
- Ensuring Council's Fleet (plant & equipment) and Workshop facilities provide a high level of support to the Engineering Services Department and other Council operations, while achieving Council's Fleet utilisation and revenue targets.

Key Responsibilities

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include, but are not limited to:

- Manage Council's Fleet (plant & equipment), Workshop facilities and personnel and apply recognised risk management principles to ensure that Council's Fleet is maintained to a high standard.
- Provide efficient and effective operations, processes, recordkeeping and support through liaising closely with other teams within the Engineering Services Department and Council, as appropriate.
- Undertake regular reviews of revenue and operational costs and inform the Director of Engineering Services of progress, budgetary impacts and quality of operations.
- Develop, monitor and review Fleet and Workshop policies and procedures, and documentation, to ensure that the operations meet legislative and organisational requirements.
- Conduct a well maintained and efficient plant fleet, enabling the optimal fleet utilisation and associated revenue income to be achieved.
- Recommend improvements, adjustments and changes that facilitate better services, improve efficiencies, reduce costs and contribute positively to the objectives stated in Council's Corporate Plan.
- Maintain records, log books, manuals and detailed service logs for all plant and equipment,
- Advise the Director of Engineering Services on plant and equipment replacement, operational and service records and appropriate budget expenditure.
- Ensure the appropriate training of Workshop staff to meet their objectives and make recommendations of relevant conferences, professional workshops and training seminars for personnel to maintain and develop required skills.
- Implement Council's administrative procedures, including purchasing and budgeting procedures.
- Prepare monthly written reports for Council, to be reviewed by the Director of Engineering Services, on Fleet and Workshop activities; and, ensure prompt response to enquiries through InfoXpert.
- Organise the daily scheduling and conduct of the Workshop to prioritise work, to train apprentices, and to direct and manage staff as required according to demands and requirements of project Supervisors for optimal usage of plant and equipment and associated revenue targets.
- Develop and maintain the plant and equipment's preventative maintenance and repair program and ensure that all Council equipment and plant is repaired and maintained in an efficient, timely and cost effective manner to achieve optimal usage of plant and equipment; recognising the requirements of the Supervisors' on differing projects, while ensuring the resourcing level for a work team are neither excessive or inadequate for the job.
- Address occasional conflicting demands on the prioritisation of work as they arise and liaise with project Supervisors and Contractors to ensure minimal downtime on the completion of projects.
- Advise and make recommendations regarding plant renewal and replacement, keeping up to date with project priorities and the requirements of Supervisors and Council.
- Monitor the performance of Workshop personnel and provide individuals with constructive and relevant feedback, where practical, in line with Council's policies and procedures.
- Identify employee training needs and undertake ongoing training of personnel, to maintain competencies in key areas of responsibility, and direct and manage staff, as appropriate, to support and develop a collegiate Workshop environment.
- Ensure that Workshop personnel's timesheets, overtime, allowances and absences are correctly recorded on timesheets and ensure that appropriate action is taken if an employee is in breach of any of Council's policies or procedures or the Code of Conduct, implementing decisions and policies professionally and impartially.
- Prepare tenders for plant and provide recommendations and advice as a member of Council's Plant Replacement Program Committee.
- Ensure timesheets are accurately completed on a daily basis.
- Comply with the requirements of Council policies and procedures.

- Commitment to Workplace Health and Safety, Council’s Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- All overtime is to be authorised by the Director of Engineering Services.
- All work is to be carried out in accordance with the Quality Assurance System.
- Any other duties as directed.

Skills, Experience and Qualifications

Essential:

- Current open ‘C’ class drivers licence
- Mechanical Trade Certificate or other relevant qualification
- Current Construction Safety Induction Card
- Current ‘MR’ class licence
- Minimum 5 years’ experience in a similar role

Desirable:

- Current Licences in the following:
 - Dangerous Good Licence
 - Refrigerant Handling Licence including: decanting the refrigerant or manufacturing, installing, commissioning, servicing or maintaining RAC equipment or decommissioning RAC equipment.
- Plant Operator Tickets – tractor, backhoe, loader, grader etc

Selection Criteria

1. Mechanical Trade Certificate or other relevant qualification.
2. Extensive experience in mechanical maintenance for a range of vehicles from small plant to heavy earthmoving equipment.
3. Experience in the supervision of a team within a workshop environment.
4. Advanced knowledge of and demonstrated experience with contemporary Workshop practices with the ability to interpret and apply policies, procedures and legislative requirements
5. 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
6. 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
7. Demonstrable high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
8. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and MAGIQ would be advantageous
9. Thorough knowledge of the workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment.

Work Health & Safety Responsibilities

- Managers and Supervisors have a responsibility on behalf of Council to manage work health and safety in areas under their control.
- Managers and Supervisors must ensure their workers and contractors adhere to agreed work health and safety practices.
- Consult with workers, Health and Safety Representatives and contractors on all matters relating to work health and safety.
- Ensure that Workers have access to all work health and safety information and training that they require to work safely.
- Ensure workers and contractors operating plant and equipment have the necessary licences and competency certification to operate the plant and equipment.
- Ensure that workers and contractors are adequately supervised at all times and regular, documented work health and safety performance spot checks are conducted on contractor activities.
- In consultation with workers and contractors all risks are identified, and effective control measures are implemented to control the risk/s.
- All risk controls implemented are regularly monitored and reviewed to ensure they are effectively controlling the identified risks.
- Ensure all Workers and contractors report and complete the necessary form/s relating to any incident on site or during other work activities.
- Assist with initiating in conjunction with Council Return to Work Coordinator early return to work on suitable duties for any staff injured during their employment.
- Access sources of work health and safety information and systematically disseminate information to all workers and contractors.
- Ensure all workers, volunteers, contractors, and visitors are aware of, and abide by all relevant health and safety procedures, particularly those processes relating to working in and around plant, electrical overhead and underground services or work exclusion zones.
- In consultation with workers and contractors develop, implement, and regularly review work health and safety procedures relating to their operations.
- Ensure daily risk assessments are completed prior to any work commencing on the site.
- Ensure the risk assessments are transferred into Job Safety Analysis's (JSA), Safe Work Method Statements (SWMS), Work Instructions (WI) or Safe Operating Procedures (SOP) and consultation on risks, control or changes occurring with all workers and contractors in the documented daily prestart meeting.
- Ensure all workers and contractors are completing their plant prestart each morning before work commences. Any plant defects are reported to Supervisors immediately and where necessary Out of Service tags are fitted to faulty plant.
- Ensure all plant and equipment under their control is properly serviced and maintained to manufactures specifications.
- Ensure all workers and contractors on site are wearing all the correct personal protective equipment required for the site.
- Maintain relevant knowledge of work health and safety and risk management requirements.

- Act as a role model by demonstrating safe work behaviour.

Organisation Responsibilities

- All employees are responsible for acting in accordance with:
 - *The Queensland Local Government Act 2009*
 - *Public Sector Ethics Act 1994*
 - Council's Code of Conduct and Ethics Policy
 - Equal Opportunity Policy and
 - All other relevant legislation including Murweh Shire Council's policies, procedures and protocols as may be applicable.
- Performance will be reviewed annually against the responsibilities, accountabilities, and behaviours defined in this role description, together with a performance plan developed by the relevant supervisor.
- Murweh Shire Council values its employees and views their health as a key element of the organisations success. The Councils Workplace Health and Wellbeing Programs aims to improve the health and wellbeing of employees, increase productivity and enhance workplace culture.

Eligibility & Pre-Employment Checks

To be appointed to a permanent position you must:

- Be an Australian citizen;
- Have permanent residency status; or
- A visa permitting you to work in Australia permanently

If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Pre-Employment Medical Assessment
- Qualification check
- Reference checks

Position Description Approval

Position Description Approved by: Paul O'Connor, Director Engineering Services

Signature:

Date: __/__/2021

Position Description Acceptance

- I, have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

Name:

Signature:

Date: / /



POSITION APPLICATION FORM

Please complete and return this along with your Resume, Cover Letter and any other associated documentation to recruitment@murweh.qld.gov.au

VACANCY DETAILS

Job Ref ID: _____ POSITION: _____

PERSONAL DETAILS

Title: Mr Mrs Ms Miss First Name: _____ Last Name: _____ Date of Birth: _____

Residential Address: _____ Postal Address: _____

Mobile: _____ Daytime Contact No: _____ Email: **must be provided**

Are you an Australian Citizen or permanent resident of Australia? Yes No

Have you previously worked for Murweh Shire Council? Yes No If yes please include details in your resume/CV

REFEREE DETAILS (Not to be family or friends and must be current)

Do you have permission for your referees to be contacted in relation to this application? (tick one) Yes No

Name	Contact number	Position held/working relationship (for example, supervisor)	Office use check Initial/date
1.			
2.			

PREVIOUS EMPLOYMENT (most recent first)

Employer name/establishment	Dates from/to	Position held	Reason for leaving	Office use check Initial/date

DECLARATIONS

HEALTH

Do you have any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job?

Yes No

If `Yes` please provide details:

Important Note: Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment.

WORKERS COMPENSATION CLAIMS

Have you ever made a workers' compensation claim? This must include any medical condition or restriction arising from a previous workers' compensation claim. Failure to provide such information may jeopardise your rights to workers' compensation if a pre-existing disability is aggravated at work (Section 79 of the Workers' Compensation and Injury Management Act 1981).

Yes No

If 'Yes' please provide claim details (*eg. Year of injury, company worked for, period of time off work*)

Are any claims still current?

Yes No Not applicable

If 'Yes' please provide claim details

CRIMINAL CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court?

Yes No

If 'Yes' please provide details:

OTHER DETAILS

Do you have a current National Police Certificate (less than 6 months old)? Yes No

Do you have a current Australian Drivers Licence? Yes No Manual Automatic

Have you ever been disqualified from driving? Yes No

If yes, please provide details:

APPLICANT DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Applicant Signature: _____ Date: __/__/____

Privacy: Your application form contains personal information, which will be dealt with in accordance with our Privacy Policy. If you are successful in your application your form will become an employment record. If you are unsuccessful your application form will be destroyed.