

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### Leading Hand Workshop Operations

<b>Division</b>	Projects and Asset Services	<b>Department</b>	Asset Maintenance
<b>Reports To:</b>	Supervisor Workshop Operations	<b>Direct Reports</b>	No

### Position Purpose

To perform the allocation of daily works and guidance of maintenance team members and conduct safe mechanical repair and maintenance to ensure the objectives of the department are met effectively and efficiently.

### Key Responsibilities and Outcomes

#### Operational

- Undertake direction from the Fleet Service Workshop Supervisor in the allocation and delivery of assigned maintenance, service and repair tasks by leading a team of internal trade team members to deliver quality outcomes.
- Diagnose vehicle faults and determine remedial action as required including procurement of parts and materials.
- Provide technical advice and guidance to mechanics, apprentices and trainees and assist in analysing problems, escalating to the Workshop Supervisor where required.
- Engage appropriately with a range of diverse internal and external stakeholders to ensure quality service delivery outcomes are achieved.
- Coordinate and carry out daily preventative and corrective maintenance, including mandatory annual inspections to Council's fleet of vehicles, plant and equipment.
- Ensure that preventive maintenance schedules are maintained and up to date for Council's vehicles, plant and equipment.
- Promote the safe, effective and efficient utilisation of tools, equipment and facilities within the mechanical Workshop in accordance with Council's workplace health and safety policies, procedures and practices.

#### Additional Information:

Participate in an afterhours call out roster as required, with the ability to work flexible working hours as required.

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - Nil

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

### Knowledge & Experience



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- Comprehensive industry skills in the application of mechanical maintenance activities with the ability to diagnose faults and recommend solutions.
- Demonstrated ability to lead a work team with developed skills in leadership, supervision and workplace health and safety management.
- High-level written and oral communication skills in order to effectively communicate and provide advice with internal and external stakeholders at all levels.
- Strong time management skills with the ability to develop, implement and monitor own work and that of subordinate staff to meet operational deadlines.
- Strong experience in the application of a range of technology solutions as required to deliver on the responsibilities of the position.

### Qualifications

- Current HR class driver's licence.
- Minimum of a recognised trade certificate as a heavy vehicle motor mechanic/diesel fitter.
- Queensland recognised Road Worthy Examiners Licence for Heavy Commercial up to 16t GVM, Light Commercial and Passenger and Heavy / Light Trailers or ability to obtain within 12 months of commencement.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*