

Position Title	Team Leader Workshop Operations
Department	City Assets
Unit	Fleet
Team	Fleet Management
Supervises	Mechanic, Workshop Foreman & Labourer Workshop
Reports To	Coordinator Workshop Operations
Grade	G
Date Prepared	30/04/2018
Date Last Updated	12/09/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

To lead the Workshop team to deliver high quality and safe corrective and preventative maintenance to Council's Fleet of vehicles, plant and equipment.

Accountabilities

- Lead the workshop operations team to delivery high quality outputs of both Preventive and Corrective maintenance ensuring Councils Fleet Assets are roadworthy, safe to operate and meet all regulatory requirements including NHVAS accreditation.
- Ensure that the functions of the Fleet Workshop team meet agreed targets and deadlines and that the work is carried out within a timely, safe and cost efficient manner and to the highest quality standard.
- Coordinate prioritisation of work to meet regulatory and customer requirements and liaise with customers in the scheduling of work.
- Allocate the daily work program to workshop staff and ensure that work is undertaken in a timely, safe and cost effective manner to high standards.
- Diagnose mechanical faults to vehicles, plant and equipment, plan and facilitate remedial actions as necessary to ensure high quality accurate and timely repairs.
- Attend incidents as required.
- Provide technical advice to the Mechanics and Apprentices, and other stakeholders as required.
- Maintain a customer centric focus and build collaborative relationships with our stakeholder work teams across Council.
- Ensure parts and materials purchased as well as the engagement of contractors and suppliers meet the requirements of Council's Procurement Policy and are within established budgets. This includes preparation of estimates and quotes for maintenance and repairs.
- Engage in a Continuous Improvement culture and the re-assessment of workshop systems, processes and procedures to achieve optimal efficiency and effectiveness.
- Liaise with the Coordinator Workshops to ensure staff accreditations and training requirements are met.
- Responsible for leading a safe work environment and ensuring team members adhere to all Work Health and Safety requirements.

- Responsible for ensuring the security of Workshop plant and equipment.
- Maintain appropriate equipment repair records including related correspondence in Ausfleet or other designated Council record keeping system.
- Ensure accuracy and approve timesheets of all Workshop staff.
- Rotate work location regularly between Council workshop locations as required.
- Undertake WHS Warden duties as required and which may be allocated on rotation with other Team Leaders.
- Undertake other duties as directed by the Coordinator Workshop Operations or the Manager.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 2

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Resources		
Procurement and Contracts	Adept	• Prepares documents that clearly set out business requirements, deliverables and • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear • Takes appropriate actions to manage and mitigate procurement and contract management risks
Personal Character		
Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Advanced	• Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly

People Leadership

Manage and Develop
People

Adept

- Seeks to understand the individual strengths, weaknesses, goals and concerns of team

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Trades qualified Motor Mechanic.
- Class HR Drivers’ Licence or ability to obtain within 6 months.
- Motor Mechanics Licence (Department Fair Trading) or *Within 6 months of starting employment with CBC.
- AIS Heavy & Light inspector ticket or *Within 6 months of starting employment with CBC.

Essential Experience

- Demonstrated ability to lead a mechanical team to deliver efficient and safe and cost effective maintenance and repairs to a diverse fleet of vehicles, plant and equipment.
- Previous experience in coordinating and prioritising service and maintenance requirements.
- Demonstrated experience in preparing estimates and quotations for fleet assets.
- Previous experience in monitoring costs and maintaining budget.
- Basic skills in use of computers for accessing information and updating data in corporate and fleet management software systems

Desirable Qualifications and or Experience

- IPWEA Fleet Management Certificate.
- Certificate IV Front Line Management or similar.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: HR Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐