

Position Title	Workshop Foreman
Department	City Assets
Unit	Fleet
Team	Workshop Operations
Supervises	1+
Reports To	Team Leader Workshop Operations
Grade	Grade F
Date Prepared	1/02/2019
Date Last Updated	5/02/2026

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

Responsible to diagnose and plan remedial action for vehicle faults and to lead the team ensuring a high quality timely service delivery is maintained for all Preventive and Corrective maintenance activities within the mechanical workshop.

Accountabilities

- To carry out corrective and preventive maintenance to Council's fleet of vehicles, plant and small mechanical equipment.
- Assist Team Leader Workshop with the day-to-day activities of the Workshop.
- Responsible for checking and ensuring high quality outputs of both Preventive and Corrective maintenance is being carried out for one's own work and that of all workshop maintenance staff.
- Supervision and training of apprentices.
- Provide technical advice to the Mechanics & Apprentices and assist in running workshop activities in a competitive manner.
- Fully implement lead and ensure workshop staff use Ausfleet electronic Job Sheets systems in its entirety.
- Assist in ensuring that the functions of the team meet agreed targets and deadlines and that the work is carried out at a high level within cost estimates and budget objectives.
- Assist in continual re-assessment of workshop processes and procedures to achieve optimal efficiency and effectiveness.
- Responsible for the safety of team members and security of Workshop plant and equipment.
- To carry out corrective and preventive maintenance to Council's fleet of vehicles, plant and small mechanical equipment.
- Assist in the delivery and development of appropriate service and maintenance schedules for vehicles, plant and equipment.
- To diagnose mechanical faults to vehicles, plant and equipment, plan and facilitate remedial actions as necessary to ensure high quality accurate timely repairs.
- Liaise with Team Leader Workshop and Maintenance Planner with the scheduling of work.

- Road test and sign off on maintenance staff work to ensure high level of workmanship is maintained.
- Assist with parts and material purchasing to enable service and fault rectification of Council's Fleet.
- Responsible for security of workshop tools and other special equipment.
- Assist in ensuring all equipment is roadworthy and safe to operate including NHVAS accreditation.
- To perform day-to-day fleet and other maintenance and repair requirements as directed by Team Leader Workshop to meet customer requirements.
- Prepare estimates / quotations for maintenance and repair work as required.
- Relieve Team Leader Workshop as required.
- Other duties as required from time to time.

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 – Supervisor

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

CBCCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Resources		
Finance	Foundational	<ul style="list-style-type: none"> Shows respect for the value of public money by reducing inefficiency and waste Calculates and records financial information accurately Seeks approval from manager/ supervisor for expenses and claims, as required by policies or guidelines
Personal Character		
Act with Integrity	Adept	<ul style="list-style-type: none"> Acts honestly, ethically and with discretion and encourages others to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Encourages an inclusive, supportive and co-operative team environment Shares information and learning within and across teams Works well with other teams on shared problems and initiatives Looks out for the wellbeing of team members and other colleagues Encourages input from people with different experiences, perspectives and beliefs Shows sensitivity to others' workloads and challenges when asking for input and

People Leadership

Manage and Develop People

Foundational

- Clearly explains work required, expected behaviour and outputs

* 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 as Plant, Truck or Motor Mechanic.
- Motor Mechanics Licence (Department Fair Trading) *Within 6 months of starting employment with CBCity.
- AIS Heavy & Light inspector ticket or Within 6 months of starting employment with CBCity.
- Class C Drivers Licence.

Essential Experience

- Experience and knowledge of suspension systems, automatic (Allison) and manual transmissions, diesel and petrol engines.
- Possess sufficient knowledge and experience of hydraulic and pneumatic operating systems and components to perform diagnostic work.

- Previous experience in coordinating schedule service and maintenance requirements.
- Demonstrated experience in preparing quotations for work.
- Basic skills in use of computers for accessing information and updating Fleet data.

Desirable Qualifications and or Experience

- Welding or Fitter/Machinist Trades Qualification.
- Auto-electrical trades qualification.
- Knowledge and experience of plant and equipment as used in Waste Collection, Parks maintenance, and Roads maintenance works.
- Class HR Drivers Licence

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>