

Position Description



Position Details

Position Title	Administration Officer Mechanical Workshop
Job Location	Depot
Position Level	5
Department/Division	Asset Management
Reports to (Title)	Supervisor Mechanical Workshop

Employment Type

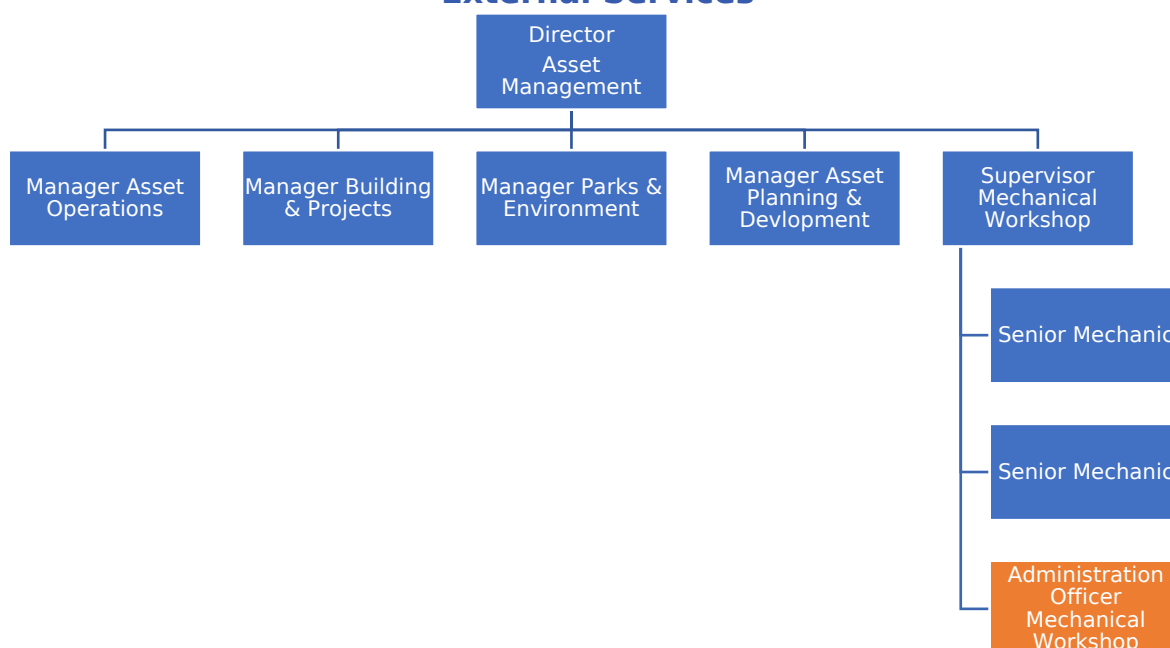
- ☐ Full Time
 ☐ Part Time (*please specify hours*)
- ☐ Casual
 Hours Per Week

Position Summary

To provide technical administrative support to the workshop so that services and repairs can be conducted effectively. This will involve producing the weekly maintenance schedule, managing the workshop store inventory, procurement of parts for repairs, following up with customers and suppliers and providing technical support for the Computerised Maintenance Management System to the operations team.

Organisational Structure

External Services



Specific Accountabilities of the Position

- Produce weekly fleet maintenance schedule using MEX Computerise Maintenance Management System.
- Collate and enter into MEX odometer and hourly readings from Fleet and plant
- Provide administrative support to the Workshop supervisor
- Procurement of workshop stock and parts.
- Investigate supply sources and source quotations for fleet and plant parts.
- Ensure suppliers maintain compliance with goods ordered, including quantity, quality and delivery specifications and follow up discrepancies.
- Follow up with contractors the servicing and repairs of fleet in timely manner
- Co-ordinate with the Workshop Supervisor to maintain adequate stock levels of fuels, oils and consumable spares for Council plant.
- Control the maintenance workshop inventory items
- Maintain workshop to a neat and orderly standard.
- Provided technical support of the MEX Prestart and request systems to operation personnel.
- Provide assistance with various software programs, including Smartfill and manufacturer specific programs
- Maintain contractor inductions and current documentation via Rapid Global
- Maintain accurate vehicle data records via TracerTrack
- Provide administrative support for insurance claims
- Other duties as required.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.

- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Strong experience interpreting parts required for service and repairs for fleet and plant
2. Experience undertaking administration duties relating to workshops
3. Sound communication skills – verbal and written.
4. Time management skills.
5. Understanding of inventory control, monitoring and stocktakes.
6. Sound literacy and numeracy skills.
7. Experience in interpreting parts required for service and repairs for Fleet and plant
8. Experience in procuring parts.
9. Sound computer and keyboard skills.
10. 'C' class driver's licence.

Desirable

1. First Aid Certificate.
2. Maintenance scheduling experience
3. Computerised Maintenance Management System (CMMS) experience
4. Plant operator's certificate and/or licence for rigid truck and loader (MR Class Licence).

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.