

Depot and Workshop Maintenance

Position Description

Date 24 September 2026

Version 1.0

Space to Grow

 Bolgart  Calingiri  Gillingarra  Mogumber
 New Norcia  Piawaning  Yerecoin

1. Position Details

Position	Depot and Workshop Maintenance
Department	Works and Services
Classification	Level 6 as per the Shire's Enterprise Bargaining Agreement
Salary Based	\$ 74,672.00 plus 12% Superannuation
Employment type	Full Time – 80 Hrs

2. Organisational Relationships

Reports to	Manager Works & Services and Works Foreman
Extent of Authority	Works within the confines of standards and procedures applicable under supervision of Works Foreman.
Internal liaison	• CEO • DCEO • Manager Works & Services • Works Foreman • Depot Admin/WHS Officer • Other Shire staff
External liaison	• General Public • Parts and equipment suppliers • Service providers • Ratepayers and Electors • Other Local Government Bodies

3. Position Objectives

Objectives of Position	To maintain, service, repair and coordinate the management of the shire's fleet, plant, workshop and depot facilities, ensuring that all assets are safe, compliant, operational and maintained to a high standard to support the delivery of the Shire's works and services program.
Key duties & responsibilities	Fleet and Plant Maintenance • Undertake servicing, maintenance and repairs to the Shire's plant, equipment, machinery and vehicle fleet. • Diagnose and rectify mechanical, hydraulic, electrical and operational faults. • Coordinate external repairs, servicing and specialist maintenance where required. • Maintain service schedules and ensure all servicing is completed within required timeframes. • Conduct inspections and condition assessments of plant and equipment. • Ensure all plant and vehicles remain compliant with relevant legislation and operational requirements. Workshop Management • Maintain and operate the Shire workshop in a safe, clean and organized manner. • Ensure workshop equipment, tools and machinery are maintained in serviceable condition. • Maintain workshop records and service documentation. • Monitor and maintain fuel, oils, lubricants and workshop consumables. • Coordinate procurement of spare parts and workshop supplies. Depot Maintenance • Assist in maintaining the depot, buildings, sheds, storage facilities and associated infrastructure. • Ensure the depot remains safe, clean and operational. • Identify and report infrastructure defects and maintenance requirements. Asset and Inventory Management • Maintain accurate maintenance records for all plant, vehicles and equipment.

	• Maintain plant operating manuals, inspection records and service schedules. • Monitor workshop inventory and stock levels. • Assist with fleet replacement planning and asset management programs. • Provide recommendations regarding plant replacement, disposal and acquisition.
Operational	• Assist works crew as required during operational and emergency situations. • Operate plant and equipment where appropriately licensed and authorised. • Respond to breakdowns and urgent repairs in a timely manner. • Complete relevant administration requirements including fuel sheets, time sheets, and other relevant requirements. • Provide reports on fleet performance, maintenance activities and workshop operations. • Liaise with the Works Foreman and Works Manager or other senior staff regarding training or other requirements of the position held that are required for the position. • Liaise with other staff on matters associated with depot matters. • Accept the responsibility of becoming multi-skilled and carrying out a wide range of duties and responsibilities associated with the works program. • Carry out any other duties as may be required by the Works Manager or the Chief Executive Officer.

4. Selection Criteria

Category	Criteria
Essential	• Trade qualification as a Heavy Diesel Mechanic, Motor Mechanic or similar recognised mechanical trade or equivalent demonstrated experience.
Desirable	• HR or HC Drivers Licence • Knowledge of Heavy plant and vehicle maintenance • Knowledge of preventative maintenance systems • Understanding of workshop operations and inventory control. • Knowledge of plant and equipment used in Local Government operations. • Loader, Forklift or Plant Operator Tickets • First Aid Certificate • Welding and fabrication experience.
Skills, Knowledge, & Experience	• Demonstrated ability to diagnose and repair mechanical faults. • Well-developed organizational and time management skills. • Ability to work independently with limited supervision. • Effective verbal and written communication skills. • Ability to prioritise workloads and meet deadlines. • Demonstrated experience in mechanical servicing and repair of heavy plant and equipment. • Experience maintaining trucks, graders, loaders, rollers, tractors and light vehicles. • Experience in workshop and fleet maintenance management.
Physical requirements	Ability to work in an outdoor and office environment.
Pre-employment	• National Police Clearance Certificate is not more than 3 months old • Medical Certificate ensuring fitness to carry out duties required of the position. - may include drug and alcohol screening test

5. Extent of Authority

This position operates under the direction of the Manager Works & Services and within the policies, procedures and legislative framework governing the Shire and Local Government operations.

The position exercises autonomy in the management of daily maintenance activities and workshop operations while referring significant operational and budgetary matters to the Manager Works & Services.

6. WHS Requirements

The Depot and Workshop Maintenance Officer shall:

- Comply with the Work Health and Safety Act and Regulations.
- Identify, assess and report hazards, risks, incidents and near misses.
- Follow safe work procedures and ensure the safe use of plant and equipment.
- Maintain workshop safety standards and housekeeping practices.
- Use and maintain personal protective equipment as required.
- Participate in safety meetings, inspections and training.
- Contribute to a positive safety culture throughout the organisation.

7. Corporate Accountabilities

- **Human Resource Management & Leadership** - Participates in performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.
- **WHS** - Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** - Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimization and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Assists the Works & Services Manager create realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required. Motivates team members and works crews to complete scheduled works.

- **Values** - create a positive working environment while upholding the Shire of Victoria Plains
 - **Integrity** - we take responsibility for our actions in an honest and open way.
 - **Courage** - we take steps to create new and better ways of doing business.
 - **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
 - **Respect** - we consider and value the perspective and contribution of others.
 - **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains

8. Position Description Review

In accordance with the *Local Government Act* 1995, a mandatory performance appraisal is required annually.

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Victoria Plains and this position description facilitates this development that I will actively invest in.

9. Acknowledgement & Acceptance

This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.

I may be required to perform other duties that are consistent with my classification and skills set including temporary activities or projects.

My position is subject to continuous change and improvement of processes, practices, knowledge, skills, and behaviours as expected by the Shire of Victoria Plains to ensure an effective and efficient level of high service delivery and this position description facilitates this development that I will actively invest in.

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of employment and/or review process.

ACCEPTANCE			
Manager Works & Services	Name: Silvio Brenzi	Signature:	Date:
Chief Executive Officer	Name: Sean Fletcher	Signature:	Date:
Employee	Name:	Signature:	Date: