



Workshop Supervisor - Heavy Duty Diesel Mechanic

POSITION DESCRIPTION

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1. POSITION DETAILS			
Position:	Workshop Supervisor - Heavy Duty Diesel Mechanic	Position classification:	Local Government Industry Award (LGIA) Level 5
Directorate:	N/A	Employment type:	Permanent
Department:	Infrastructure and Assets	Location:	Gnowangerup Shire Depot
2. ORGANISATIONAL RELATIONSHIPS			
Responsible to:	Works Coordinator		
Supervision of:	Apprentice and contractors		
Internal and External Liaison:			
Internal	All Staff and Assigned		
External	Suppliers, contractors General Public Other Stakeholders		
3. POSITION OBJECTIVES			
<ul style="list-style-type: none"> • The Workshop Supervisor - Heavy Duty Diesel Mechanic is responsible for the maintenance, repair, and servicing of the Shire's fleet of heavy plant, machinery, and vehicles and other plant and equipment including generators and pumps. The role also oversees the daily operations of the workshop, ensuring safe, efficient, and compliant maintenance practices. This position plays a key role in supporting the delivery of civil works, road maintenance, and essential community services across the Shire. • A strong desire to make a difference and contribute to the success of our community. 			
4. KEY DUTIES & RESPONSIBILITIES			
4.1 Mechanical Maintenance & Repairs			
<ul style="list-style-type: none"> • Diagnose, service, and repair heavy-duty diesel machinery including graders, loaders, rollers, trucks, and other plant. • Maintain and repair light vehicles, small engines, trailers, and ancillary equipment. • Conduct scheduled preventative maintenance and maintain accurate service records. • Perform field repairs and breakdown support across the Shire. • Ensure all work complies with manufacturer specifications, safety standards, and council policies. 			
4.2 Workshop Supervision			
<ul style="list-style-type: none"> • Oversee daily workshop operations, workflow, and job allocations. • Supervise, mentor, and support workshop staff, apprentices, and contractors. • Maintain workshop equipment, tools, and inventory. 			

- Ensure compliance with WHS legislation, environmental standards, and Shire procedures.
- Coordinate procurement of parts, consumables, and external services.
- Develop and implement fleet maintenance schedules.

4.3 Fleet & Asset Management

- Assist with fleet planning, replacement schedules, and asset reporting.
- Conduct inspections of plant and equipment to ensure operational readiness.
- Maintain accurate maintenance logs and asset records.
- Provide technical advice to management regarding fleet condition and repair priorities.

4.4 Administration & Reporting

- Prepare maintenance reports, costings, and job documentation.
- Support budgeting for workshop operations and fleet maintenance.
- Liaise with suppliers, contractors, and internal stakeholders.
- Contribute to continuous improvement initiatives within the Infrastructure and Assets Department.

5. SELECTION CRITERIA

Essential

1. Trade qualification as a Heavy Duty Diesel Mechanic.
2. Demonstrated experience working with heavy plant and machinery.
3. Experience supervising staff or leading workshop operations.
4. Strong diagnostic and problem-solving skills.
5. Current WA driver's licence (HR or HC desirable).
6. Sound understanding of WHS requirements and safe workshop practices.
7. Ability to maintain accurate records and use basic computer systems.

Desirable

1. Experience in local government or civil works.
2. High Risk Work licences (e.g., forklift, EWP).
3. Air-conditioning handling licence.
4. Welding and fabrication skills.
5. Experience with fleet management or maintenance software.

6. EXTENT OF AUTHORITY

- Supervises workshop staff and contractors.
- Authorised to purchase parts and consumables within delegated limits.
- Responsible for workshop safety, compliance, and operational standards.
- Works under general direction of Works Coordinator with autonomy in day-to-day workshop management.

7. WHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure all hazards are identified, assessed and eliminated or controlled

- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Actively promote safety and lead by example
- Maintain Fitness for Work Standards.
- Ensure a safe working environment in the workshop and field.
- Promote a positive safety culture within the team.



Approved by the Chief Executive Officer

Date: 19 / 02 / 2026