



Paupiyala  
Tjarutja

Aboriginal Corporation

# Workshop Manager & Mechanic Position Description



Spinifex | Health Service

## Position Details

<b>Position Title</b>	Mechanic and Workshop Manager
<b>Location</b>	Tjuntjuntjara Community, Great Victoria Desert, WA
<b>Reports to</b>	Chief Executive Officer & PTAC Board
<b>Base Salary</b>	\$79,973 + \$4,333 (District Allowance)
<b>Position Term</b>	12 months and renewable on satisfactory performance and continued funding
<b>Probationary Period</b>	6 months
<b>Level</b>	8
<b>Award</b>	(Aboriginal Communities & Organisations Western Australian Interim Award 2011)

## Preamble

The Spinifex people, including those residents at Tjuntjuntjara Community, are represented by the Pila Nguru Aboriginal Corporation, the Native Title Representative Body in the Spinifex Native Title area. Within this area, Paupiyala Tjarutja Aboriginal Corporation (PTAC) is an Aboriginal corporation with responsibility for managing the essential and community services in the community. This includes, but is not limited to, the Community Store, Community Resource Centre, a Women's Centre, Indigenous Sport and Recreation program, an Environmental Health program, municipal services (airstrip, tip, road maintenance, water, power, sewerage), mechanics workshop, the Community Development Program and Spinifex Health Service's (including Youth and Home and Community Care programs).

Tjuntjuntjara is the main population Centre for the Spinifex Lands, over 55,000 sq. kms of Native Title area in the Great Victoria Desert region of Western Australia. PTAC operate a primary health care service that includes youth, aged care and home and community care services trading as Spinifex Health Service. An Aboriginal Community Controlled Health Organisation (ACCHO) which also operates an office and accommodation facility in Kalgoorlie and delivers onsite 24/7 clinical services as well as a comprehensive range specialist clinical and allied health programs on a fly in fly out basis.

## Position Overview

Under the direction of the Chief Executive Officer, the Mechanic and Workshop Manager coordinates the day to day provision and delivery of mechanical services to Tjuntjuntjara community. The position is responsible for providing effective and efficient mechanical service involving the repair, servicing and maintenance of the corporation’s plant and equipment. Plant includes heavy commercials, earthmoving, agricultural equipment, minor plant and additional items (water and power infrastructure in an emergency).

Administratively, the Mechanic & Workshop Manager is responsible for the management of Workshop assets, activities and services on a day to day basis. The role is managerial rather than executive position. As a self-funded enterprise, the workshop runs as a business and is responsible for generating income from fuel, parts sales and vehicle repairs and maintenance. The workshop is also responsible for servicing and repairing the corporation fleet of vehicles and heavy equipment, and private community member vehicles.

## Working Relations

- Under direction from the Chief Executive Officer, supervise the following staff on a day by day basis – Mechanic and CDP workers.
- Works closely with the Office Manager, Manager Community Services and Chief Executive Officer.
- Reports to the PTAC Board of Directors as required

## Direct Reports (Line Management)

- Mechanic / Trainee Mechanic, CDP Workers including recruiting, inducting and conducting periodical performance reviews. Ensure Mentoring Plans are in place for each role.

Key Components	Accountabilities
Primary Duties	<ul style="list-style-type: none"> <li>• Coordinate the timely, accountable and cost-effective delivery of mechanical services in the community.</li> <li>• Manage the usage and maintenance of workshop infrastructure and assets</li> <li>• Supervise parts ordering and sales</li> <li>• Providing accurate purchasing and sales information, jobs sheets to the Office Manager in a timely fashion for billing and invoicing</li> <li>• Support activities of core community work areas and programs when required</li> <li>• Regularly report to PTAC Board of Directors (quarterly) through the Chief Executive Officer</li> </ul>

Resource Management	<ul style="list-style-type: none"> <li>• Diagnose problems from mechanical, electrical, hydraulic and pneumatic schematics</li> <li>• Undertake scheduled preventative maintenance for all Council owned plant &amp; equipment and instruct drivers, plant operators and other employees on routine inspection and servicing of vehicles, plant and equipment entrusted to their care</li> <li>• Recommend tasks to be undertaken by external contractors, and if approved, organise that work.</li> <li>• Provide technical advice regarding specifications and assessments for plant purchases as required</li> <li>• Perform risk assessments on new and existing plant and equipment</li> <li>• Interpret equipment manuals and vehicle software to identify spare parts and liaise with the Fleet Officer for parts ordering</li> <li>• Program work, so that it is done efficiently and in accordance with industry standards</li> <li>• Be available to attend after hour vehicle breakdowns and vehicle retrievals, as required</li> <li>• Perform other duties that are within the limits of the incumbents' skill, competence and training</li> <li>• Escalate concerns of condition and maintenance needs of equipment to the CEO</li> <li>• Provide instruction/information to the relevant staff on minor maintenance requirements of plant and operating procedures for plant operators</li> <li>• Correctly use and maintain all personal protective clothing and equipment supplied by Council</li> <li>• Ensure safety of all personnel and equipment use is highest priority and that all work is conducted in <ul style="list-style-type: none"> <li>➤ accordance with the Corporation's Code of Conduct, Equal Opportunity, Privacy procedures and other policies and programs</li> </ul> </li> <li>• Ensure accurate completion of daily plant log sheets and weekly timesheets</li> </ul>
Corporate Management	<ul style="list-style-type: none"> <li>• Carry out all duties and functions in a manner that promotes good teamwork and public relations</li> <li>• Develop and maintain effective channels of communication within the Unit, internal customers and suppliers</li> <li>• Identify and communicate any issues/concerns effecting performance or suggestions which will improve service quality to the CEO</li> <li>• Willing to participate in the development and implementation of new programs, technology and business improvements</li> </ul>

	<ul style="list-style-type: none"> <li>• Efficient and effective utilisation of the tools, equipment and resources</li> <li>• Support and comply with Corporations policies on Code of Conduct, Risk Management, Equal Employment Opportunity, Privacy procedures and other policies and programs Liaise with the CEO with regard to the Workshop budget.</li> <li>• Provide accurate estimates (cost, time, effort) for a repair or maintenance job</li> <li>• Keep logs on work and issues</li> <li>• maintaining complete and accurate vehicle and heavy equipment servicing records and servicing due dates</li> <li>• ensure appropriate usage of corporation vehicles for use, coordinating servicing/repair.</li> <li>• Fill out job sheets, credit and cash sale sheets and other paperwork as required</li> <li>• Ensure there is a sufficient supply of consumables for sale such as tyres, oils, tubes, batteries and other high turnover items.</li> <li>• Maintain equipment and tools in good condition</li> <li>• maintaining emergency and essential vehicles (including firefighting equipment) in a constant state of readiness</li> <li>• facilitate the annual stocktake each year with the corporation's accountant</li> </ul>
Customer Service and Community Relations	<ul style="list-style-type: none"> <li>• Promote and enforce the Corporation's policy of excellence in customer service;</li> <li>• Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.</li> <li>• Facilitate a culturally safe workplace for community members to work</li> <li>• Manage the “no bookup” community rule when working on community member and other vehicles</li> </ul>
Occupational Health & Safety/Risk Management	<ul style="list-style-type: none"> <li>• Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;</li> <li>• Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health &amp; Safety Acts, Regulations and Codes of Practice;</li> <li>• Work within Occupational Health &amp; Safety Acts, Regulations and Codes of Practice;</li> <li>• Ensure the Corporation's Risk Management Policy &amp; Procedures are observed and complied with.</li> <li>• Enforce the Corporation's OH&amp;S and Risk procedures with</li> </ul>

	contractors and consultants.
Human Resources	<ul style="list-style-type: none"> <li>• Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;</li> <li>• Ensure adherence to Corporation's Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;</li> <li>• Participate fully in the Staff Performance Management System, Recruitment and Induction processes.</li> <li>• Mentor and develop the skill base of local aboriginal staff and provide sound and consistent mentoring support</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>• Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe;</li> <li>• Ensure effective use of relevant application software systems (appropriate level of training provided).</li> <li>• Make and keep accurate and complete records of business activities, including email.</li> <li>• Ensure the quality and accuracy of data provided to the Office Manager.</li> <li>• Understand records management obligations and responsibilities.</li> </ul>
Staff Relations	<ul style="list-style-type: none"> <li>• specific duties include <ul style="list-style-type: none"> <li>➤ Where possible, assist with the adequate, timely and appropriate delivery of freight</li> <li>➤ Foster positive working relationships with corporation staff and other agency staff</li> </ul> </li> </ul>
Workshop Hours	<ul style="list-style-type: none"> <li>• Normal Business hours</li> </ul>

## Selection Criteria

### Education, Qualifications & Experience:

<ul style="list-style-type: none"><li>• Relevant tertiary / graduate or post graduate qualifications in the relevant field: Diesel Mechanics, Mechanical Engineering or Certification from a vocational school or completion of an apprenticeship.</li></ul>
<ul style="list-style-type: none"><li>• Relevant Work Experience:<ul style="list-style-type: none"><li>• Minimum of 5 years relevant experience working as a diesel mechanic</li><li>• Business management experience in a small business or as a Manager in a business</li><li>• Experience managing assets</li><li>• Experience filling out job sheets and purchasing / allocating parts</li><li>• Experience dealing with customers</li><li>• Proven experience as auto mechanic</li><li>• Excellent knowledge of mechanical, electrical and electronic components of vehicles</li><li>• Working knowledge of vehicle diagnostic systems and methods</li><li>• Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)</li><li>• Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals etc.</li><li>• Excellent physical condition</li></ul></li></ul>
<ul style="list-style-type: none"><li>• C class manual driver's licence</li><li>• Heavy Rigid licence</li></ul>
<ul style="list-style-type: none"><li>• National Police Clearance</li></ul>
<ul style="list-style-type: none"><li>• Working with Vulnerable People Check</li></ul>

### Knowledge, Skills & Abilities:

<ul style="list-style-type: none"><li>• Basic knowledge of MS Office applications including MS Outlook, Word document handling, Access databases and MS Excel spread sheets.</li></ul>
<ul style="list-style-type: none"><li>• Demonstrated written and oral communication skills.</li></ul>
<ul style="list-style-type: none"><li>• Demonstrated skills in and ability to ensure services and programs are delivered within a quality assurance framework</li></ul>
<ul style="list-style-type: none"><li>• Ability to problem solve and trouble shoot complex issues with external service provider support over the phone, or by using initiative, experience and well-developed research skills</li></ul>
<ul style="list-style-type: none"><li>• Demonstrated ability to plan, manage and control work tasks to meet priorities, deadlines with minimal supervision</li></ul>
<ul style="list-style-type: none"><li>• Communicates with influence. Relevant capabilities: Communicates clearly including in a cross-cultural situation with traditional people. Listens, understands and adapts to different audiences. Negotiates persuasively. Work cooperatively with stakeholders in the delivery of services in the community.</li></ul>
<ul style="list-style-type: none"><li>• Well-developed interpersonal skills and an ability to communicate with a variety of community</li></ul>

and agency stakeholders to achieve strategic planning objectives.
<ul style="list-style-type: none"> <li>• Demonstrated understanding and knowledge of the Community Charter and Cultural Respect Framework.</li> </ul>
<ul style="list-style-type: none"> <li>• Cross cultural sensitivity, awareness and understanding of issues affecting Aboriginal communities and people</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated administrative skills and commitment to quality improvement processes</li> </ul>
<ul style="list-style-type: none"> <li>• Utilises analytical problem-solving skills to develop and implement strategies to improve service delivery</li> </ul>
<ul style="list-style-type: none"> <li>• Highly developed organisation and time management skills</li> </ul>
<ul style="list-style-type: none"> <li>• Exemplifies personal drive and integrity. Relevant capabilities: Professionalism, energetic hard work and reliability; Openness, fairness and honesty; Integrity and 'decency in business, professional relationships and financial matters; Open minded and non-judgemental; Patient; Personal commitment, courage and risk-taking; Deals with pressure and ambiguity; Action orientated; Self-sufficient and resilient; Self aware</li> </ul>

**Behavioural Competencies:**

<ul style="list-style-type: none"> <li>• Demonstrate a high commitment to customer service</li> </ul>
<ul style="list-style-type: none"> <li>• A high level of integrity and ethical practice</li> </ul>
<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> </ul>
<ul style="list-style-type: none"> <li>• Energy and initiative</li> </ul>
<ul style="list-style-type: none"> <li>• Customer service, responsiveness and team focus</li> </ul>
<ul style="list-style-type: none"> <li>• Solution Focussed</li> </ul>
<ul style="list-style-type: none"> <li>• Resilient</li> </ul>
<ul style="list-style-type: none"> <li>• An ethical and professional manner</li> </ul>
<ul style="list-style-type: none"> <li>• Self-motivated and proactive</li> </ul>
<ul style="list-style-type: none"> <li>• Attention to detail</li> </ul>

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## Salary Package

Base Salary:	\$79,973
District Allowance:	\$4,333
Annual Leave:	4 weeks with 17.5% leave loading
Isolation leave;	10 weeks per year. This includes travel days and public holidays and can be used after 10 weeks' continuous service in community. Usually 10 weeks in community 2 weeks out, transport costs to and from Kalgoorlie covered by the Corporation
Superannuation:	9.5%
Accommodation:	Subsidized and furnished accommodation at nominal rent of \$40 week (includes utilities), subject to periodic review.
Annual Airfare:	Return airfares to place of recruitment for annual leave after 12 months' continuous service for the incumbent and dependants onsite.
Relocation:	The salary package also includes relocation from the applicant's place of recruitment. This is outlined in the Aboriginal Communities and Organizations (Western Australia) Interim Award 2011
Salary sacrificing:	As per the organisation's salary sacrifice policy Zone A rebate area

Overtime and time in-lieu included in the salary.

Position Status:	Permanent (one-year renewable contract after a 6-month probationary period)
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