

Position Details	
<b>Position Title</b>	Workshop Manager
<b>Employment Type</b>	Permanent Full time
<b>Location</b>	Thursday Island
<b>Classification Level</b>	QLGIA (stream A) – Division 2, Section 1, Level 8
<b>Industrial Instruments</b>	Torres Shire Council Certified Agreement 2022
<b>Position Summary</b>	<p>Workshop Manager</p> <p>Base Salary Range:       \$110,350.76 - \$122,806.84  Location:                   Thursday Island  Close Date:                 Until Filled</p> <p>The Workshop Manager is responsible for the strategic oversight, operational management and supervision of Council’s mechanical workshop and fleet and plant maintenance operations.  The role ensures Council’s plant, vehicles, and mechanical equipment are maintained safely, efficiently and cost-effectively to support service delivery across all operational areas.</p> <p>The position combines strategic fleet planning and asset management responsibilities with hands-on operational leadership, including the supervision of workshop staff and development, mentoring and coordination of apprentices to build Council’s future mechanical capability.</p>
<b>How to apply</b>	<p>For a complete list of key duties, responsibilities, and selection criteria, please download the position description for this role from Council’s website.</p>
<b>Selection Criteria</b>	<p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Be a permanent resident of Australia</li> <li>• Be an Australian citizen</li> <li>• Have an entitlement to work visa</li> </ul> <p><b>Note:</b> Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>Address your application to the <i>Human Resources Manager</i> and email to <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> <li>• A copy of your résumé</li> <li>• A cover letter addressing the key selection criteria</li> </ul> <p>Please address the following selection criteria in your application.</p> <ol style="list-style-type: none"> <li>1. Trade qualification in Heavy Diesel Mechanics, Automotive Mechanics or.</li> <li>2. Trade qualification in Heavy Diesel Mechanics or similar relevant trade.</li> <li>3. Previous experience working in local government or civil infrastructure environments managing or supervising a mechanical workshop or fleet maintenance operation.</li> <li>4. Strong knowledge of plant, heavy equipment and vehicle maintenance practices.</li> </ol>

<p><b>Pre-Employment Assessment</b></p>	<ol style="list-style-type: none"> <li>5. Experience with fleet management or maintenance management systems.</li> <li>6. Experience managing or participating in apprenticeship training programs.</li> <li>7. Demonstrated ability to mentor and support apprentices and developing tradespeople.</li> <li>8. Understanding of fleet lifecycle management and preventative maintenance programs.</li> <li>9. Knowledge of Work Health and Safety requirements in a mechanical workshop environment.</li> <li>10. Demonstrated organisational and planning skills with the ability to prioritise work and manage competing operational demands.</li> <li>11. High level of computer and software competency</li> <li>12. Experience in writing and providing information about issues for the attention of senior management.</li> <li>13. Experience in maintaining safety records.</li> <li>14. Ability to communicate effectively with staff, supervisors, contractors and suppliers.</li> <li>15. Current</li> <li>16. Class C driver's licence</li> <li>17. Plant tickets (desirable)</li> </ol> <p>As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks:</p> <ul style="list-style-type: none"> <li>• Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test.</li> <li>• National police / criminal history check</li> <li>• Numeracy and Literacy Assessment</li> <li>• Computer Skills Assessment</li> <li>• Qualification / Licence Verification</li> <li>• Right to Work in Australia Check</li> </ul>
<p><b>Contact Person</b></p>	<p>Torres Shire Council Human Resource Manager</p>
<p><b>Contact Number</b></p>	<p>0418 619 329</p>
<p><b>Contact Email</b></p>	<p><a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a></p>
<p><b>Closing Date</b></p>	<p>Until Filled</p>