

	Costa Position Description	Document ID:	
		Version No:	001
		Issue Date:	26 September 24
		BU/Site:	Citrus and Grapes
		Authorised by:	HR Manager

Position Title:	Mechanical Planning and Workshop Manager
Department:	Citrus and Grapes
Reporting To:	Regional Farming Manager
Location:	Emerald

1. Basic Summary of Position:

To ensure the efficient and effective delivery of all aspects of Costa's Mechanical Workshop function. The role will actively work towards the achievement of operational and corporate planning objectives, while monitoring and responding to daily operational demands. The role is responsible for initiation, implementation and delivery of all Workshop and fleet strategies including (but not limited to) running an efficient and safe workshop to ensure optimum utilisation of Costa's plant and equipment.

In addition, close partnership with Costa leadership resources to drive the Costa's WHS culture, strategies and systems for continuous health and safety improvement will be paramount.

2. Key Accountabilities and Responsibilities:

- Prepare and apply planned maintenance schedules incorporating manufacturer's recommendations, best practice, market expertise and workshop/contractor capacity to ensure Costa's fleet and machinery achieves high levels of service availability, reliability and preserved value.
- Develop, document, monitor and continuously improve quality control procedures to ensure workshop operation, plant and equipment comply with legislative regulations and safety requirements.
- Liaise and negotiate with suppliers to ensure the best value outcomes for Costa, including arranging and coordinating contractors, and maintaining required levels of materials and spare parts to ensure routine and planned maintenance is completed efficiently.
- Lead, instruct and train employees, including trainees and apprentices, in the correct repair and maintenance procedures.
- Lead, manage and supervise and actively contribute to a work team, motivate staff and monitor processes and outcomes in a customer service environment.
- Provide technical advice and reports to managers on matters relating to the operation of the workshop and the purchase and sale of all Costa plant and equipment.
- Provide mechanical and maintenance advice to all employees in connection with the plant/vehicle under their control.
- Ensure administration tasks are completed, and records are maintained including all legislative requirements, tenders, reports and general correspondence as required.
- Manage fleet related maintenance requests through the effective module including entering defects, arranging services, liaising with plant/vehicle operators, following up on outstanding actions, and creating and distributing reports as required.
- Ensure the National Heavy Vehicle Law and Regulations are adhered with.
- Process fleet acquisition and disposal including completion of required forms, maintaining records, and ensuring registrations are completed appropriately.
- Ensure all fleet is appropriately registered and complies with Queensland Transport regulations.
- Process insurance claims for fleet and ensure appropriate records are maintained.



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- Assist with the development and maintenance of procedures, forms, checklists and registers as required.
- The implementation of Costa's Asset Management plans, specifically the Plant and Equipment plan, including the set up and ongoing maintenance of the Asset Management.
- Comply with all Costa's policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- Perform other work as directed

General Workplace Health and Safety Responsibilities

- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
- Be wholly conversant with, understand and adhere to Company WH&S policies and procedures in line with the standards of Costa Group and the requirements of the WH&S Act
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
- Correctly use and maintain personal protective equipment provided for health and safety purposes
- Be unaffected by alcohol or drugs
- Report immediately any hazards, incidents or near misses
- Contribute by making positive suggestions on improvements to safe work practices
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

Company Values

- Responsible for ensuring that your work practices are consistent with Costa Care principles
- Model and promote genuine commitment to Costa Care – People, Product and Community

3. Key Challenges:

- The ability to challenge the status quo and drive continuous improvement
- Ability to engage with our people and stakeholders across all levels of the organisation
- Ability to prioritise and schedule work to focus on key initiatives and maintain the quality of WHS services delivered
- Ability to coach and support line managers in the handling of day-to-day issues
- Ability to work in a team environment, adapt, demonstrate initiative, and cope with continual change

4. Candidate Requirements:

(a) Education, Qualifications, Training:

- Trade Certificate in Diesel mechanic/fitter.
- Minimum 5 years previous experience with maintaining heavy plant and equipment.
- Minimum 3 years previous experience in supervision and management of heavy plant workshop.
- Current Queensland HR class drivers' licence and the ability to retain.
- Substantial relevant experience in all aspects of diesel mechanics including problem solving and diagnosis.



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- Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
- Sound oral and written communication skills with the ability to prepare succinct reports.
- Proven time management, organisational, conflict resolution and negotiation skills to ensure timely delivery of outcomes.
- Sound level of computer skills, including working knowledge of the MS Office Suite.
- Demonstrated understanding of and commitment to Quality Assurance & WHS principles and practices.

(b) Experience, Skills, Knowledge:

- Demonstrated ability to monitor plant costs and analyse data to improve profitability of Costa plant fleet.
- Demonstrated ability to analyse, diagnose and solve mechanical problems especially with diesel heavy earthmoving machinery.
- Proven time management and organisational skills in a high pressure, target driven environment.
- Well-developed written and interpersonal communication skills, including formal report writing, negotiation, conflict resolution and consultation.
- High levels of analytical and problem-solving skills to resolve complex issues.
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a customer service environment.
- Demonstrated ability to provide team support, motivation and development to employees by training & guiding others who are learning their roles.
- Comprehensive knowledge of the statutory requirements relevant to the vehicle industry.
- Knowledge of operation and use of Practical Computer System & Microsoft Office suite of programs.
- Workplace health and safety requirements in a mechanical workshop environment.
- Quality Assurance procedures for the maintenance and repair of diesel heavy earthmoving equipment.

(c) Competencies/Character Qualities/Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety

Other Relevant Information:

- Daily local travel within the region and a site presence will be required
- Some domestic travel may be required

