

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Lube and Safety Inspector

Business unit: Fleet Services

Classification: Trade General Service Officer
Level 8

Location: North, South and Central Region
Depots

Position number: P68560

Reports to: Director, Fleet Operations

Division: Transport, Territory and Municipal
Services (TTMS)

Date last reviewed: September 2026

Position requirements: See Compliance
Requirements/Qualifications.

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) bring together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Transport, Territory and Municipal Services

Transport, Territory and Municipal Services (TTMS) delivers essential services Canberrans rely on each day including integrated public transport and public libraries as well as providing administrative oversight to the ACT Public Cemeteries Authority. It is also responsible for Domestic Animal Services, and commercial operations including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen.

Transport Canberra (TC) is responsible for the management of Canberra's integrated public transport network, including a bus fleet of around 450 buses. TC also oversees the contract management of Light Rail under a public-private partnership between Canberra Metro and the ACT government. TC currently employs over 1,000 employees and develops public transport policy and delivers a range of services to support the successful delivery of public transport services including bus scheduling, purchasing of bus assets and the delivery of an integrated public transport ticketing system.

BUSINESS UNIT OVERVIEW

The Fleet Services team delivers all tasks associated with the maintenance, repair and operational readiness of Transport Canberra's commuter bus fleet which currently exceeds 450 in-service vehicles. The team consists of skilled non trades and skilled trades staff performing a variety of roles including vehicle cleaning and fuelling activities, heavy vehicle mechanical maintenance and repair, vehicle exterior and interior panel repair, vehicle refinishing and electronic equipment repair.

General maintenance and repair activity are carried out within the Operational Depots which is supported by the Major Unit Overhaul Workshop that perform major accident repairs, vehicle interior and exterior refurbishment, engine and transmission reconditioning services. The workshops are supported by inventory and supply sections co-located with the workshop ensuring the supply of all components and materials required to support vehicle maintenance and repair operations.

The Transport Canberra Fleet Services team is focussed on providing a high level of customer service and sustainable transport outcomes by providing clean, safe and on-time availability of bus fleet to meet network operational requirement.

POSITION PURPOSE

The Lube and Safety Inspector is responsible for the supervision of the workshop Trade assistants, monitoring their workloads and allocating work to maintain and service TC's Fleet whilst upholding workshop cleanliness. The Lube and Safety Inspector is also responsible for utilising and updating the workshop management system, carrying out roadworthy inspections, maintaining vehicle safety, serviceability and roadworthiness. In addition, the lube and safety inspector is required to provide technical advice to workshop staff and produce reports on Fleet (mechanical and accident) to a diverse range of TC staff.

DUTIES / RESPONSIBILITIES

1. Utilise and update Transport Integration Management System (TIMS), carry out roadworthy inspections to maintain vehicle safety, serviceability and roadworthiness recording all work required to be performed in TIMS.
2. Laise with and supervise workshop Trade Assistants, monitor workloads and allocate work to maintain and service TC's Fleet and uphold workshop cleanliness. Management of Transport Canberra's tyre replacement program with periodical inspection of fleet vehicles.
3. Perform regular maintenance on specific tooling required for performing the role of trades assistant and lube inspector.
4. Provide technical advice to workshop staff, in conjunction with safety checks and carry out inspections. Provide reports on Fleet issues (mechanical and accident) to a diverse range of TC and TCCS staff.
5. Proven ability to cultivate productive working relationships to achieve individual, team and organisational objectives.
6. Undertake repair activities to the full range of Transport Canberra Fleet vehicles as required to meet operational peak requirements.

For Everyone: Follow work health and safety procedures diligently. Take responsibility for your own safety and the safety of those around you.

For Supervisors: Implement the CED work health and safety management system effectively. Ensure the safety of yourself and those under your supervision by taking reasonable care.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated high level of maintenance procedures and understanding of heavy vehicle safety and roadworthiness to comply with ACT roads and transport authority.
2. Demonstrated ability to supervise staff including workflow, work allocation, provide feedback and advice to co-ordinate maintenance activities.
3. Well-developed communication skills including ability to produce technical reports and high level of understanding of TIMS.
4. Effective oral and written communication skills including the ability to consult and negotiate within an industrial environment.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Drivers Licence (C-class) is mandatory with the ability to obtain a HR class.
- Relevant recognised trade qualifications and or certificates are mandatory.
- The ability to work rostered shifts, from early morning to late at night including regular weekend rostered overtime.
- A pre-employment criminal history check will be conducted.
- This position requires a pre-employment medical.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Lube and Safety Inspector (position number P68560, several) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently
<i>The position in an activity-based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Frequently

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently