


## FLEET SERVICES OFFICER

<b>Position No.</b>	1035
<b>Classification</b>	Band 5, Permanent Full Time
<b>Directorate</b>	Corporate Services
<b>Department</b>	Finance
<b>Division</b>	Contract & Procurement
<b>Team</b>	N/A
<b>Department Context</b>	<p>The <b>Finance</b> department is responsible for the management of the day-to-day finance functions of Council: including accounting, procurement, accounts payable and accounts receivable. The department performs a critical role in financial reporting to management, preparing the annual budget, meeting audit and compliance obligations and the development and implementation of the long-term financial strategy process.</p>  <pre> graph LR     ManagerFinance[Manager Finance] --- ContractProcurementSpecialist[Contract &amp; Procurement Specialist]     ContractProcurementSpecialist --- ContractProcurementOfficer[Contract &amp; Procurement Officer]     ContractProcurementSpecialist --- FleetServicesOfficer[Fleet Services Officer]     </pre>
<b>Position Purpose</b>	The <b>Fleet Services Officer</b> maintains and implements Council's fleet replacement schedule and fleet management systems. The position also assists in the efficient and effective delivery of support to those teams and staff who operate light vehicle and heavy plant fleets.

## VISION & VALUES

### Where people matter, communities are connected, and the future is bright

<b>Pride</b>	We know that our work is important, and we take pride in doing the best job we can
<b>Respect</b>	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
<b>Integrity</b>	We are committed to being authentic, honest and ethical in our work
<b>Collaboration</b>	We partner together to achieve shared goals and deliver community focused outcomes
<b>Excellence</b>	We are committed to delivering the best community experience and outcome that we are capable of providing

## KEY RESPONSIBILITIES AND DUTIES

### Fleet Procurement, Maintenance and Replacement

- Work with key stakeholders to implement an effective and well-informed fleet replacement schedule and provide input to ensure budget aligns with forecasted need.
- Coordinate the procurement and disposal of fleet and plant according to Council policy and agreed replacement schedule.
- Lead the development of tender specifications for replacement of major items of plant, carry out tender evaluations and prepare associated reports.
- Complete tender posting via procurement tender portals for items under CEO delegation.
- Monitor internal plant usage and hire rates to ensure efficiency and adequate cost recovery with support from the finance team.
- Maintain a minor plant asset register and undertake an annual stocktake.
- Prepare quarterly fuel rebate reports and refer to the Finance Unit for review and submission.
- Administration of fuel cards including generating fuel usage reports and monitoring fuel purchases and usage.
- Undertake annual trailer audit for OH&S purposes.
- Assist with Budget Reallocation for Capital spend liaising with Asset Services and Community Places and Environment.
- Provide fleet inductions to all new staff requiring access to the fleet.
- Develop and maintain a process to monitor the servicing and repair of Council's fleet to ensure all items are being maintained correctly and according to Council policy.
- Generate regular fleet reports for the organisation including but not limited to fleet utilisation, fuel usage, fleet budget situation, and reports on specific projects/issues, following-up vehicles which have not been adequately serviced or are using fuel in excess of the manufacturer's specifications.
- Act as the custodian for pool vehicles organising servicing, maintenance, and cleaning as required, including booking of service and maintenance of all items of plant and vehicles.
- Ensure all items of fleet are insured with adequate coverage.

### Fleet Management Systems

- Administer and maintain all components of the fleet asset management system ensuring the accurate and up to date recording of all fleet asset data, maintenance work, fuel records, compliance records/permits, fleet commissioning and disposals and system reports.
- Maintenance of the iFuel system – coordination and reporting of fobs.
- Maintain Formbird to create history and records of fleet.
- Maintain Plumtree including training staff, manage bookings and liaise with staff to locate vehicles.
- Maintain KMAAS (key locked box system) setup, rollout, training and administration.

### General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.

- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee’s skills, competence and training, relevant to the position band, as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

### Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council’s policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005 and the Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

### GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

<b>Foundational</b>	<ul style="list-style-type: none"> <li>• Basic awareness of concepts and techniques</li> <li>• Follows guidance, complies with established procedures, seeks advice</li> </ul>
<b>Intermediate</b>	<ul style="list-style-type: none"> <li>• Broad understanding of concepts and techniques</li> <li>• Demonstrates the skills/knowledge with minimal guidance</li> </ul>
<b>Adept</b>	<ul style="list-style-type: none"> <li>• Strong understanding of concepts and techniques with consistent application</li> <li>• Influences, upholds, shares advice, consults</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Extensive understanding and application of concepts and techniques</li> <li>• Sets, leads, designs, innovates, monitors, regulates, develops others</li> <li>• Shapes the organisations approach in the application of this skill/knowledge</li> </ul>

The capability level for this role is as follows:

Capability	Description	Level
<b>Flexibility &amp; Adaptability</b>	Adjust approach in line with changing priorities and remain agile and positive toward change	<b>Intermediate</b>
<b>Manage Self</b>	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	<b>Intermediate</b>
<b>Resilience</b>	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	<b>Intermediate</b>
<b>Value Diversity &amp; Inclusion</b>	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	<b>Intermediate</b>

<b>Communication</b>	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	<b>Intermediate</b>
<b>Collaboration</b>	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	<b>Adept</b>
<b>Customer &amp; Community Focus</b>	Committed to the customer experience and delivering customer and community valued outcomes	<b>Intermediate</b>
<b>Influence &amp; Negotiate</b>	Gain consensus and commitment from others, and resolve issues and conflicts	<b>Adept</b>
<b>Action &amp; Accountability</b>	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	<b>Intermediate</b>
<b>Plan &amp; Prioritise</b>	Plan to achieve priority outcomes and respond flexibly to changing circumstances	<b>Adept</b>
<b>Problem Solving</b>	Think, analyse, and consider the broader context to develop practical solutions	<b>Intermediate</b>
<b>Innovation &amp; Continuous Improvement</b>	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	<b>Intermediate</b>

## CLASSIFICATION DEFINITIONS

<b>Accountability and Extent of Authority</b>	<ul style="list-style-type: none"> <li>The position supervises fleet resources and provides advice to more senior employees. Freedom to act is governed by clear objectives contained in the fleet replacement schedule and the fleet budget. There is frequent prior consultation with the Coordinator Finance and a regular reporting mechanism to ensure adherence to plans.</li> <li>The position also provides specialist fleet advice to clients. Freedom to act is subject to close supervision. The effect of decisions and actions may be significant but are always subject to review by the Finance Team Leader.</li> <li>Where the position provides assistance and support to other officers, freedom to act is not limited simply by standards and procedures. The quality of the assistance and support provided has an impact on the performance of other officers.</li> </ul>
<b>Judgement and Decision Making</b>	<ul style="list-style-type: none"> <li>The objectives of the work are well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives. The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.</li> <li>Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required. Guidance and advice would usually be available within the time required to make a choice.</li> </ul>
<b>Specialist Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>The position requires a good understanding of fleet management systems, construction and maintenance principles and practices, including the underlying principles as distinct from the practices.</li> <li>The officer will have an understanding of: <ul style="list-style-type: none"> <li>The technology, procedures and processes used within Council;</li> </ul> </li> </ul>

- The long term goals of the Finance Unit and an appreciation of the goals of Council
- The position's organisational context, including relevant policies, regulations and precedents; and
- Ability to work within a well-defined budget.

**Management Skills**

- The position requires skills in managing time, setting priorities, planning and organising work so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- The officer will have an understanding of and ability to implement occupational health and safety principles in a practical manner as well as knowledge of personnel practices which relate to equal employment opportunity and employee training and development.

**Interpersonal Skills**

- The position requires the ability to gain cooperation and assistance from suppliers, members of the public, and other employees.
- The officer will be able to write technical reports in their field of expertise and prepare external correspondence.

**Qualifications & Experience**

- The skills and knowledge needed would typically be acquired through completion of a post-secondary formal qualification such as a Diploma, Advanced Diploma or Associate Degree with limited relevant experience; or through lesser formal qualifications and relevant experience; or through substantial relevant experience in fleet management and works supervision.

## KEY SELECTION CRITERIA

1. Experience in the coordination of fleet assets, including the procurement and coordination of Council's light vehicle and heavy plant fleet.
2. Experience working in a collaborative team environment and across Council departments.
3. Established stakeholder engagement skills and experience using interpersonal skills to work collaboratively with Council staff and external parties.
4. Ability to deliver a program of work associated with assigned work activities, managing competing demands, resource and time constraints.
5. Proven skills in problem solving, including identification and determination of issues and the development of solutions to achieve outcomes.
6. Ability to provide services with an emphasis on quality, customer service and efficiency.
7. Well developed communications skills (written, oral and general presentation).

### Other Requirements

- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Council) are required of the preferred candidate.

All positions are subject to a six-month probationary period.

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## APPROVAL

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**Approved By (Department):** Manager Finance

**Reviewed By (P&C):** Business Partner People & Safety

**Date:** September 2024

**Employee Acceptance:**

*(Name and signature)*

**Date:**

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**PLEASE NOTE:**

*Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*