

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Fleet Stream Leader
Position Number	90
Department	Works
Section/ Stream/ Unit	Assets, Facilities and Fleet Fleet
Classification	Level 6 – 7, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Assets, Facilities and Fleet Manager

POSITION OBJECTIVES

To coordinate the delivery of contemporary and customer focused fleet services to successfully support the safe, efficient and effective delivery of Council operations. This role involves coordinating the maintenance, repairs, and operational activities of the fleet, while also implementing strategies to enhance cost-effectiveness, regulatory compliance, and overall productivity.

KEY RESPONSIBILITIES

- Develop, maintain, and implement an affordable fleet asset management plan that supports Council's current operational practices.
- Develop, document, and implement fleet management strategies and models that balance customer expectations on availability and reliability with workforce distribution and financial constraints.
- Recommend and present, in consultation with operational teams, fleet procurement programs to allow the continued lowest cost operations and service delivery models.
- Deliver the approved annual fleet procurement and disposal programs, ensuring compliance with workplace health and safety requirements, including worker consultation, during development of specifications, assessment of tenders and commissioning of new fleet items.
- Develop and implement a comprehensive maintenance program for Council's fleet assets to ensure reliability, compliance, safety, and lowest whole of life costs.
- Oversee the delivery of planned and reactive maintenance activities to ensure efficiency targets, quality standards and budget constraints are met.
- Monitor and report back to management on vehicle utilisations and cost vs internal hire rates and provide recommendations to improve optimisation and reduce costs.
- Implement and maintain a fuel management system that meets user's requirements and ensures the effective accounting of fuel purchases and consumption.
- Identify cost-saving opportunities, including the establishment of pre-qualified contractor panels to assist in the efficient delivery of maintenance programs, materials, and wet and dry hire plant.
- Provide leadership to the Fleet Team, provide clarity around roles, responsibilities, and expectations; mentor, coach and develop staff to excel; establish individual performance and development plans; develop succession plans and model high safety standards and behaviours.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated experience in fleet management, including managing workshops and fleet assets for a geographically and technically diverse service-based industry.
- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level analytical and problem-solving skills, with an ability to write reports, control budgets, administer contracts and develop work related procedures.
- High level computer-based system skills, including business related application software.
- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of required outcomes.
- Demonstrated knowledge of Local Government legislation, standards, systems and processes (desirable).

Qualifications, Training and Licences

- Tertiary qualifications in fleet management, business, logistics, asset management or a related field
- Work Safe in the Construction Industry Induction Certificate (White Card)
- Current unrestricted "C" Class drivers' licence
- Demonstrated absence of a relevant criminal history, (National Police Check).

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations.
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them.
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions.
- Using appropriate personal protective clothing and equipment as required and/ or directed.
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible.
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices.
- Actively participate in risk assessments of workplace hazards.