

Position Description

POSITION TITLE	Senior Fleet Officer, Fleet and Depot
POSITION NUMBER	102411
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Roads and Infrastructure / Fleet and Depot
LOCATION/S	Alice Springs
SUPERVISOR	Manager, Fleet and Depot
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Senior Fleet Officer, Fleet and Depot will provide high quality, confidential, administrative, customer and data entry service and support to fleet and plant services in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Provide professional customer service to internal and external customers and clients including:
 - a. Efficient and informed telephone, email and face to face interactions; and
 - b. Communication of Council and Fleet team requirements and processes.
2. Provide administrative services to the Fleet and Depot team, including:
 - a. General administrative support, meeting support and general enquiries, resolving routine issues and enquiries;
 - b. Raising purchase orders and entering detailed invoice data;
 - c. Accurate data entry into the web based Fleet data management system and spreadsheets;
 - d. Maintaining fleet documents;
 - e. Allocating pool cars and fleet in a timely and effective manner and
 - f. Preparation and provision of accurate weekly and monthly reports.
3. Use the web based Fleet data management systems to implement and monitor preventive maintenance, inspections, registrations, fuel management, generate reports, tracking and repairs of fleet assets.
4. Ensure the asset register is accurately maintained and kept up to date. Update the asset register of Council's vehicles, plant and equipment monthly. Coordinate stock take, audits, and condition assessment of relevant items to ensure accurate records are kept.
5. Provide administrative support for the procurement and assist in implementing council's fleet replacement program and disposals.
6. Assist in budget preparation and management of all council fleet & plant.
7. Ensure appropriate routines, procedures, practices, and documentation are in place to effectively and safely manage the care and maintenance of council's fleet.
8. Ensure vehicle fuel cards are managed effectively and fuel card accounts are reconciled accurately in timely manner.
9. Assist the Manager, Fleet and Depot with scheduling routine maintenance and repairs.
10. Schedule and coordinate vehicle registration and inspection arrangements for the council fleet and plant in timely manner.
11. Be engaged in an effective and proactive health, safety and wellbeing culture.
12. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Certificate IV in a related discipline and/or knowledge and skills gained through on-the-job training.
2. Demonstrated knowledge of scheduling vehicle repairs and maintenance plans.
3. Demonstrated knowledge of use web base fleet data management systems and vehicle tracking systems
4. Demonstrated strong interpersonal skills with the ability to provide advice and resolve issues.
5. Demonstrated literacy, numeracy and computer keyboard skills of a high standard, with emphasis on word processing, outlook and excel spreadsheet.
6. Demonstrated ability to use judgement to resolve common workplace issues.
7. Knowledge of reconciling vehicle fuel usage and fuel cards.
8. Proven ability to manage multiple deadlines and work under pressure.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current C Class License.
11. Ochre Card.