

Technical Officer - Fleet Systems and Procurement

Position Description

Directorate	Assets and Open Space Services	Department	Fleet Services
Reports To	Fleet Procurement & Plant Allocation Lead	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 4

Position Purpose

This role is responsible for delivering data-driven fleet management and procurement support services to ensure Council's fleet operations are optimised, cost-effective, and aligned with operational demand. The position leverages telematics data, asset analytics, and procurement processes to support informed decision-making, efficient plant allocation, and lifecycle management of fleet assets.

Key Responsibilities and Outcomes

As a member of the Fleet Services team in the Assets and Open Space Services Department, you will:

- Lead the management, integrity, and optimisation of fleet telematics systems, including GPS tracking, hardware lifecycle, and system enhancements.
- Analyse telematics and operational data to identify utilisation trends, inefficiencies, and cost-saving opportunities across fleet assets.
- Provide evidence-based recommendations to improve fleet performance, compliance, and whole-of-life asset management.
- Coordinate fleet and plant procurement activities, including market research, supplier liaison, quotation and tender processes, evaluation activities and contract establishment in accordance with procurement requirements. Monitor supplier performance and assist in the management of vendor relationships to support service delivery, value for money and continuous improvement outcomes.
- Undertake and monitor fleet-related financial and administrative processes, including asset acquisition, hire/lease arrangements, disposals and associated reporting, ensuring compliance with relevant policies, procedures and legislation.
- Prepare reports, performance metrics and data analysis to support operational decision-making and fleet management planning.
- Identify opportunities for process improvement and contribute to the development and implementation of fleet management procedures and systems.

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

Budget

Not Applicable

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Well-developed experience in the utilisation of vehicle telematics, data analytics and relevant reporting.
- Sound knowledge of the day-to-day operations of Fleet Assets within the context of supporting Heavy and Light Fleet/Small Plant service outcomes.
- Sound level of experience in using a range of technology applications and systems as they relate to the responsibilities of this position.
- Sound level of ability to undertake a range of transactional financial practices and processes in relation to asset procurement and disposal.
- Well-developed people skills with demonstrated ability to work within broader teams and drive a positive and well-connected team environment.
- Demonstrated experience in procurement processes, financial administration, supplier management and asset lifecycle management.
- Ability to influence decisions using data-driven insights and commercial awareness.

Qualifications

- Current C class driver's licence required and current HR class licence desirable.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.