

Position Description

CORPORATE INFORMATION

Position title	Manager Fleet and Depot Operations		
Directorate	Infrastructure Services	Branch/Section/Unit	Fleet and Depot Operations Branch
Position number	1823	Level	Contract
Award	Common Law Contract/Queensland Employment Standards		
Line Manager	Director Infrastructure Services		
Direct reports	Coordinator Workshop Coordinator Fleet and Logistics Senior Officer Fleet Management		
Indirect reports	Approx 30		

SCOPE OF POSITION

Position Summary

This position leads the strategic and operational management of Council's fleet, plant, workshop, logistics and depot functions to ensure safe, reliable, cost-effective and sustainable services. The role is responsible for whole-of-life asset planning, fleet procurement and disposal, maintenance performance, depot operations, financial sustainability, compliance and continuous improvement to support Council's operational service delivery and community outcomes.

The position provides high-quality specialist advice to internal customers and stakeholders, aligning fleet and depot strategies with Council's Corporate Plan, Asset Management Plans, Long-Term Financial Plan, operational service needs, relevant industry benchmarks and legislative requirements.

Key Responsibilities of the Role

- Lead the delivery of contemporary, customer-focused fleet, workshop, logistics and depot services that support the safe, efficient and effective delivery of Council operations.
- Develop, maintain and implement fleet and depot asset management strategies that support Council's operational requirements, long-term financial sustainability and whole-of-life asset performance.
- Develop and deliver annual fleet procurement and disposal programs that meet stakeholder requirements and comply with Council procurement requirements, workplace health and safety obligations and worker consultation requirements.

- Oversee planned and reactive maintenance programs to maximise fleet availability, safety, compliance and lifecycle value.
- Monitor and report on fleet availability, utilisation, maintenance compliance, budget performance, safety performance and customer service outcomes, providing recommendations for optimisation and continuous improvement.
- Manage a fuel management system that meets user requirements and ensures effective accounting for fuel purchases and consumption.
- Identify and implement cost-saving opportunities, including the establishment of pre-qualified contractor panels to support efficient maintenance programs, materials supply and wet and dry hire plant arrangements.
- Manage logistics functions, including stores, materials, plant hire, workshop support and operational resourcing, to support Council's operational activities.
- Manage Council's Chain of Responsibility obligations under the Heavy Vehicle National Law and ensure compliance with applicable plant, equipment, workshop and transport safety standards.
- Collaborate with depot stakeholders to support service planning, site coordination, risk management and continuous improvement across depot operations.
- Manage the day-to-day activities, safety, compliance, environmental performance and site assets of Council depots.
- Provide leadership to the Fleet, Workshop and Logistics teams, fostering accountability, collaboration, capability development and a positive safety culture.
- Lead continuous improvement initiatives across fleet, workshop, logistics and depot operations to improve service reliability, safety, cost effectiveness, environmental performance and customer outcomes.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Extensive experience in fleet management, including logistics, workshop operations or related fields.
- Demonstrated experience in strategic asset management, lifecycle planning and service optimisation.
- Demonstrated success in leading teams, coordinating operations and supporting change and continuous improvement.
- Strategic thinking with the ability to develop long-term plans and align them with operational goals, financial sustainability and organisational priorities.
- Technical knowledge of fleet management systems, asset maintenance, workshop operations, telematics, fuel systems and asset management platforms.

- Sound knowledge of Work Health and Safety obligations, Heavy Vehicle National Law, Chain of Responsibility requirements, procurement compliance and relevant plant, equipment and workshop safety standards.
- Knowledge of local government operations, public sector governance, environmental considerations and sustainability requirements relevant to fleet and depot operations.
- Demonstrated communication skills to effectively engage with multiple stakeholders, team members and external parties.
- Proven problem-solving capability with the ability to address operational issues and implement practical solutions.
- Financial acumen in managing complex budgets, cost control, procurement, contract arrangements and financial sustainability.

Desirable Knowledge/Skills/Qualifications Criteria

- Certified Automotive Fleet Manager (CAFM) or similar certifications

Physical Requirements of the Position

- An ability to perform tasks for extended periods while in a sitting position.
- An ability to clearly hear directions and instructions being provided at normal speech levels.
- An ability to undertake site inspections across depots, workshops and operational areas, including walking on uneven surfaces.
- An ability to work safely in workshop, plant and depot environments, including wearing required personal protective equipment.
- An ability to attend emergency or disaster-related activities when required.

Special Requirements

- Occasional out-of-hours work, including weekends.
- Regular local travel.
- Respond to emergency/disaster events in accordance with Council's emergency management plans and systems.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.