



POSITION DESCRIPTION

REPORTS TO	Building & Property Maintenance Officer	CLASSIFICATION & HOURS	5.1, Full time
DIVISION	Council Operations	LOCATION	Katherine Regional Support Centre

JOB PURPOSE

This position's primary duties are Fleet Management. This position will ensure all fleet vehicles and other vehicles allocated to employees are maintained, serviced and repairs are undertaken as required. This position will provide administrative support to the Council Operations Unit as directed.

DUTIES AND RESPONSIBILITIES

1. Work as part of a team to ensure a collaborative approach is taken to achieve positive outcomes.
2. Develop, implement, and monitor preventative maintenance programs for all fleet vehicles, plant, and operational equipment.
3. Coordinate repairs, servicing, inspections, and breakdown responses to maximise asset availability, and minimise downtime and operational cost.
4. Prepare and manage fleet maintenance budgets, monitor expenditure, and identify cost-saving opportunities.
5. Source, negotiate, and manage relationships with external repairers, service providers, parts suppliers, and equipment contractors.
6. Promote a strong safety culture by ensuring fleet assets are maintained in a safe and roadworthy condition.
7. Investigate vehicle and equipment incidents, identify root causes, and implement corrective actions to reduce operational risks.
8. Monitor fleet utilisation, condition, reliability, and lifecycle replacement requirements.
9. Provide reports and recommendations to management regarding asset performance, replacement planning, downtime trends, and operational efficiencies.
10. Coordinate and manage all insurance claims relating to vehicle, plant & equipment.
11. Coordinate the repairs and maintenance of pool vehicles including private use vehicles and ensure damage and misuse is reported.
12. Scoping quotes and raising purchase orders for repairs, maintenance and other Council Operations projects as directed.
13. Provide administrative support and assistance as required to the Council Operations unit in the areas of Assets, Roads, Buildings, contracts and waste management.
14. Be the point of contact between Council and JLT for Vehicle, plant and equipment insurance claims
15. Ensure vehicle, plant and equipment registrations are up to date and coordinated with the Council Operations Managers and Program Managers.
16. Ensure each individual asset is recorded on the Councils Asset Management system.
17. Ensure VOQ bookings through the booking system are managed and up to date.
18. Coordinate and manage reconciliation of Fleet Fuel on a monthly basis.
19. Ensure Council policies, procedures and Work Health Safety regulations are adhered to at all times and incident, accidents and near misses are reported to the Work, Health and Safety Manager.
20. Any other duties as requested by the Director of Infrastructure & Assets and the Building & Property Maintenance Officer.

SELECTION CRITERIA

EDUCATION REQUIREMENTS

1. Extensive experience in Administration
2. Qualifications in Business Administration, Asset Management, or relevant trade (desirable) .

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Experience in fleet management.
2. Knowledge of vehicle and plant mechanical systems
3. Demonstrated experience with contractor management and budgeting
4. Demonstrated ability to work as part of a team and work co-operatively with Executive Management and staff to achieve positive outcomes.
5. Demonstrated organisational skills including an ability to work under pressure and complete tasks within required time frames.
6. Excellent communications, negotiation skills with the ability to work independently, be flexible, exercise initiative and have attention to detail.
7. Ability to identify, assess and deliver viable solutions in a professional and timely manner.
8. Good skills in Microsoft suite of applications
9. Ability to work in remote locations with minimal supervision
10. Sound knowledge of the principles of Occupational Health and Safety.

OTHER REQUIREMENTS

1. Criminal History Check (recent within 3 months)
2. Working with Children's Card (Ochre Card)
3. A current Drivers' Licence

ACKNOWLEDGEMENT

DIRECTOR: _____ DATE APPROVED: _____

CHIEF EXECUTIVE OFFICER: Jennifer Marston DATE APPROVED: 18/08/2026