

POSITION DESCRIPTION		
	Position Title:	Program Leader Fleet & Depot Management
	Position Number:	P00942
	Directorate:	Strategy & Corporate Services
	Service:	Fleet, Depots & Asset Maintenance
	Location:	Katoomba & Springwood Depots
	Position Classification:	Band: 11
	Date Created/Updated	27 July 2026

POSITION PURPOSE/OBJECTIVE

To lead and support a high-performing team in the delivery of safe, efficient and customer-focused fleet, depot and mechanical services. The position is responsible for overseeing the effective management, maintenance, renewal and utilisation of Council's fleet and depot assets, while ensuring compliance with relevant legislation, Council policies, procurement requirements, budget controls and work health and safety obligations.

The role also provides operational leadership, technical advice and continuous improvement across fleet management, mechanical services, depot operations to improve service delivery, asset performance, risk management and value-for-money outcomes for Council and the community.

RELATIONSHIPS

Reports to (<i>Position Title</i>):	Manager Fleet, Depots & Asset Maintenance
Reports to (<i>Position Number</i>):	P001137
Staff Responsibility:	Team Leader Mechanical Services (2), Fleet Coordinator, Support Officer Fleet
Key Internal Relationships:	Internal Staff
Key External Relationships:	Local Government Procurement, BuyNSW, parts suppliers, Service NSW, vehicle suppliers and manufacturers, and the Rural Fire Service

KEY RESPONSIBILITIES

- Lead the Fleet and Depot Management Service, which oversees the maintenance and renewal of all Council fleet.
- Manage and maintain Council's record keeping for all fleet, including servicing, fuel usage, registrations and safety.
- Ensure industry best practice is followed for fleet management and servicing.

- Promote a culture of “Work Safe, Home Safe” as a collective team responsibility.
- Ensure accidents and incidents are investigated and reported within 48 hours.
- Proactively identify, improve and implement opportunities for increased customer satisfaction, improved service delivery, improved asset performance, efficiency, effectiveness and savings.
- Develop and monitor maintenance and operational programs for fleet and mechanical services.
- Develop, document and update policies, procedures and systems to support best practice in fleet asset management and mechanical services.
- Ensure permits, authorities and permissions are in place for activities undertaken.
- Oversee and manage depot operations across both Council depots.
- Ensure contracts are prepared, tendered, let and managed for the purchasing of fleet and supplies.
- Ensure mechanical services remain compliant with licensing and proprietor requirements.
- Manage Council’s Chain of Responsibility obligations from the Fleet Management perspective under the Heavy Vehicle National Law.
- Collaborate with depot stakeholders to ensure cohesive operations.
- Manage day-to-day activities of the hardstand areas to ensure safe and effective use of Council depot assets.
- Develop and prepare technical specifications and documentation for plant and fleet purchases, ensuring Council’s procurement procedures are followed.
- Review Council’s fuel usage, allocate fuel cards and issue vehicle keys to staff.
- Ensure budget targets are not exceeded and prepare Council reports as required.
- Ensure staff are kept up to date with the latest fleet management technologies.
- Undertake other duties as directed by the Manager Fleet, Depots and Asset Maintenance and the Director Strategy and Corporate Services.
- Coordinate bookings and allocations of fleet, ensuring that e-tags, tolls and fines are allocated to drivers.
- Ensure the acquisition and disposal of all plant and fleet assets is undertaken in accordance with Council policies.
- Ensure Council’s fleet management systems are up to date at all times.

Guiding Principles *(mandatory section do not delete)*

- We act as one organisation, responding to the changing needs of our LGA and community.
- We are strategy-led and driven by our Community Strategic Plan, with clear priorities and focus.
- We are service-focused, continuously improve service provision and provide excellent customer service.
- We collaborate and work together to achieve our outcomes.
- We ensure safety and wellbeing are at the centre of our organisation, operations and culture.
- We are a financially sustainable organisation, living within our means and ensuring best-value resource allocation.

These guiding principles complement Council’s adopted values of: Work Together; Work Safe, Home Safe; Service Excellence; Value for Money; Trust and Respect; and Supporting Community.

Workplace Health & Safety *(mandatory section do not delete)*

Ensure compliance with WHS obligations and responsibilities as outlined in Council policies and procedures and under relevant WHS legislation. These include, but are not limited to: identifying potentially unsafe situations or work practices and notifying your supervisor or manager, the Health and Safety Manager or Area Safety Representative; never performing a task that you believe is dangerous, for which you do not have the experience, or for which you have not received appropriate instruction and training; ensuring the correct equipment is available to carry out the task safely; working safely and in accordance with safety instructions where applicable; using work equipment in accordance with the manufacturer's instructions; using any personal protective equipment Council deems necessary and has provided; and reporting actions to your line manager that will assist Council to meet its legal workplace health and safety obligations.

You have the right to cease, or direct the cessation of, unsafe work. You are also required at all times to comply with Council's Asbestos Management Plan and Policy.

Compliance & Risk

Ensure compliance with Council policies, procedures, procurement requirements, delegations and relevant legislative obligations. Identify, manage and report risks and non-compliance associated with fleet, mechanical services and ensure appropriate controls are implemented and reviewed.

COMMUNICATION

The position provides advice, comment and direction to a wide range of internal and external stakeholders, including Transport for NSW, the Rural Fire Service, suppliers, vendors, Council staff, vehicle users, depot staff, procurement organisations, senior management and executive management. The role requires strong written and verbal communication skills to ensure ideas, directions and decisions are clearly understood, along with high-level persuasion skills to develop and implement new ideas and continually improve existing practice.

JUDGEMENT & PROBLEM SOLVING

The position requires sound judgement and high-level problem-solving skills, including representing senior management in the resolution of complex operational issues. The role oversees problem solving and reviews the quality of judgements made by less qualified staff, applying these skills to complex issues associated with fleet management, mechanical services and depot operations.

AUTHORITY

The position is responsible for leading and managing teams of staff operating across multiple worksites, with team composition varying according to operational requirements. The position holder is responsible for performance review feedback, recruitment and disciplinary actions where required, direct leadership of 4 staff and indirect leadership of a workforce of approximately 12 staff. The role has financial authority of \$20,000 for any one transaction and is responsible for signing off appropriate correspondence.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

Essential

- Experience in leading multi-disciplinary teams at an operational level.
- Tertiary or trade qualification in a related discipline such as Light Vehicle Mechanical Technology or Heavy Commercial Vehicle Mechanical Technology.
- Experience overseeing and maintaining compliance of the operation of an authorised inspection station.
- Strong interpersonal skills, including the ability to lead and motivate staff.
- Demonstrated experience in implementing and monitoring WHS, Risk Management and Environmental Protection principles, and commitment to EEO.
- Knowledge of, and commitment to, work health and safety and current regulations.
- Demonstrated experience and commitment to operational excellence, including developing and implementing continual improvement programs.
- High-level experience using computer databases, such as Microsoft Office, fleet and asset management software, and information systems.
- Experience in budget management and procurement, including writing and reviewing tenders and managing contracts.
- Experience in multi-tiered fleet renewal programs.
- Exceptional customer service skills across a broad spectrum of internal and external stakeholders.
- Experience in an integrated performance management environment where measures and metrics are used to drive business improvement.
- Experience in fleet management, particularly asset optimisation, regulatory compliance and safety.
- Trade certificate and ability to become Council's authorised proprietor for mechanical services.
- Class C driver licence.

Desirable

- Knowledge and understanding of local government or public sector work practices.
- Ability to backfill on-call duties.
- Experience in analytical report writing.
- Experience in leading change in large workforces.
- Knowledge in the industry to source parts for a wide range of fleet.
- Qualification and/or experience in business improvement and fleet management.
- Knowledge and experience of procurement practices, especially in the local government environment.
- Experience in mechanical services and depot management.
- LF forklift licence.
- MR or HR licence.
- Consistently displays Council's values.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Program Leader Fleet and Depot Management		
Responsible Manager/Supervisor:	Manager Fleet, Depots and Asset Maintenance		
Signature:		Date:	

Complete the physical requirements and working conditions sections of the table below based on an employee's average daily exposure to the tasks listed. Ratings are as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	1	Pushing loads > 5kgs	1	Frequent bending/ stooping	1	Sitting for extended periods	3
Light Manual Tasks	1	Pulling loads >5kgs	1	Repetitive Lifting	1	Standing for extended periods	3
Trunk Twisting	1	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	1
Climbing to access/ exit excavations	1	Throwing	0	Walking on uneven ground	1	Walking for extended periods	1
Balancing	1	Crawling	1	Hearing above background noise	2	Depth Perception	1
Colour Vision	3	Fine Manipulation	1	Shoveling/Digging	0		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	3	Outside Work	3	High Temperatures > 38deg	1	Low Temperatures < 3 deg	1
Operating Machinery	1	Working Near Machinery	1	Working at Heights	1	Noisy Work Areas	1
Vibration	1	Confined Spaces	1	Prolonged Driving (periods > 2hours)	1	Working Alone	2
Overhead Work	1	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	2
CHEMICALS				BIOLOGICAL			
Dusts	1	Liquids	1	Pesticide Spraying	1	Herbicide Spraying	1
Working with Solvents	1	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	1	Possible exposure to Tetanus	1
Gases/ Vapours	1	Odours	1	BIOMECHANICAL			
				Repetitiveness	2	Fatigue	2
ASBESTOS							
Asbestos Awareness	√	None of the below					
Class B Asbestos Removal		Asbestos Removal and Supervision				Asbestos Assessor	
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes	2	Dust Mask/ Respirator	2	Protective Eyewear	2	Ear plugs/Muffs	1
						Hard Hat	1
Provide a brief description of the job requirements:							
Ability to identify the work task and select the correct PPE based on developed SWMS or SOPs.							