

Position Description

POSITION TITLE	Manager, Fleet and Depot
POSITION NUMBER	103130
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 8
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Roads and Infrastructure / Fleet and Depot
LOCATION/S	Alice Springs
SUPERVISOR	Director, Roads and Infrastructure
POSITIONS SUPERVISED	This position has three direct reports

PRIMARY OBJECTIVE

The Manager, Fleet and Depot is responsible for the operational management of the Alice Spring's depot (depot) and provision of quality fleet and plant asset management, in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Ensure the organisation of the depot is in accordance with WHS regulations, Council's plans, policies and procedures.
2. Manage the operations of the depot including incoming/outgoing goods and services, fleet and plant management and logistics.
3. Ensure fleet, plant and depot services are optimised through development of schedules and procedures for adherence to routine maintenance and non-routine repairs of all vehicles and plant within Council's fleet.
4. Develop maintenance schedules for Council fleet, plant and equipment to ensure optimal performance, efficiency, life cycle planning and functionality.
5. Ensure maintenance and compliance of fleet and plant asset registers and repairs and maintenance programs.
6. Coordinate stocktakes, audits and condition assessments of relevant items to ensure accurate records are kept.
7. Use the web based Fleet Data Management Systems to implement and monitor preventative maintenance, inspections, registrations, fuel management, tracking and repairs of fleet assets.
8. Provide advice and support in the development and implementation of Asset Management Plans for Council's fleet.
9. Provide advice and support in the development and review of Council's Fleet replacement program including stakeholder consultation.
10. Ensure vehicle fuel cards are managed effectively and fuel card accounts are reconciled accurately.
11. Manage the budget for all Council owned fleet activities, including the procurement and disposal of vehicles, plant and equipment in accordance with the replacement program, Council's plans, policies and procedures.
12. Ensure appropriate routines, procedures, practices, and documentation are in place in all communities to efficiently and safely manage the care and maintenance of Council's fleet.
13. Ensure a Panel of Contractors for fleet and plant routine repairs and maintenance in communities is established and managed appropriately by the team.
14. Supervise, coach and mentor the team and drive team practices to deliver quality and efficient services.
15. Be engaged in an effective and proactive health, safety and wellbeing culture.
16. Any other reasonable duties delegated by the Director which are within level.

SELECTION CRITERIA

Essential

1. Advanced Diploma or Degree in Fleet or related discipline with considerable practical experience in fleet administration, mechanical repairs, service management and plant operations.
2. Trade certificate in Motor Mechanics (or Diesel Fitter).
3. Knowledge of procurement processes, with ability to interpret and apply technical and WHS conditions relative to fleet.
4. Proven experience in developing and maintaining positive working relationships with internal and external stakeholders in complex cultural settings.
5. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
6. Demonstrated ability to plan program activities including accurately allocating time, budget and resources and effectively coordinate works in remote locations.
7. Demonstrated ability to provide technical advice and accurate and timely reports on services and activities.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
9. Worksafe Forklift Truck (LF) Class Licence.
10. Current Class C Licence.
11. Ochre Card.