

## Position Description

<b>Position title:</b>	<b>Fleet Coordinator</b>
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Depot Operations
<b>Reports to:</b>	Manager Depot Operations
<b>Direct reports:</b>	1
<b>Salary point:</b>	14
<b>Work location:</b>	Waratah Works Depot
<b>Date revised:</b>	September 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Depot Operations?

We are a team of over 30 staff that enable other Services within the City of Newcastle to operate at their service potential by providing and maintaining sustainable, fit-for purpose plant / fleet asset services and operational works depot management to the organisation. Our team is a mix of administrative staff and tradespeople who ensure the delivery of whole of life fleet services and oversee the operational management of the Waratah Depot site. We believe that by empowering and developing our team we achieve innovation and best support our customers.

### What's the focus of this position?

This position is responsible for managing City of Newcastle's (CN) fleet assets, from procurement through to disposal. The primary focus is to develop and implement maintenance strategies and engage with stakeholders to obtain 'fit for purpose' fleet for CN operations and future sustainability.

**What you'll be doing:**

- Strategically manage CN's light and heavy vehicle fleet through effective planning, acquisition, modification and disposal of assets.
- Oversee the creation and delivery of CN's Light and Heavy Fleet asset management plan.
- Develop policies and procedures and implement, monitor, and report on systems to ensure best practice outcomes for CN's Fleet operations.
- Prepare documentation and manage the tender process in line with CN's procurement policy and local government procurement guidelines.
- Develop short and long-term fleet replacement programs and maintenance strategies that provide 'whole of life' cost return, whilst providing the workforce with the most 'fit for purpose' fleet
- Provide leadership to the Fleet Officer whilst managing their performance through performance reviews and staff development.
- Commissioning of all vehicles whilst coordinating with stakeholders to deliver customised Plant and Heavy Vehicles that meet organisational needs.
- Management of the fleet throughout their functional Lifecycle at CN, from procurement through registration, use, maintenance, damage, insurance claims, repairs and disposal.
- Financial and budget management responsibility for fleet operations.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Tertiary qualifications in Engineering or Business, or a mechanical trade, or significant experience in a similar role.
- Demonstrated experience in the development and coordination of custom vehicle design/specification and large-scale tenders for Plant and Heavy Vehicles.
- Demonstrated experience in strategic planning, collating, analysing and providing recommendations for fleet management from operational data.
- Proven leadership ability with an understanding of performance management and staff development.
- Demonstrated experience in the selection, commissioning and disposal of vehicles, plant and equipment.
- Demonstrated experience in the use of computerised fleet asset management and financial accounting systems, and a high level of computer literacy including Microsoft office suite.
- Demonstrated understanding of accounting processes and experience in budget setting and management.
- Excellent customer service skills and a demonstrated ability to communicate and negotiate successfully with all levels of stakeholders

**Other valuable skills you may have:**

- Heavy Rigid (HR) Driver's Licence
- Certificate IV Trainer and assessor
- Authorised Inspection Scheme (AIS) accredited

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	