

POSITION INFORMATION

Directorate	Infrastructure Delivery
Reports To	Director Infrastructure Delivery
Position Number	PD1
Grade	Grade 6 in Council's salary system
Location	Narrabri Shire
Award	Local Government (State) Award

POSITION OBJECTIVE

To manage Councils' vehicles, plant and associated services, as an efficient and effective competitive, customer focused business unit providing management services in accordance with statutory requirements, Council's Policies and Procedures, and its Strategic and Operational Business Plans.

KEY RESPONSIBILITIES

- Administer and control planned turnover of all fleet as determined by Council policy with budgeted costings to ensure a safe, competitive, customer focused business unit and achieve Council's annual Operational Plan objectives.
- Prepare vehicle and supply replacement programs (with time and cost targets) for fleet and supply activities that will ensure efficient and effective allocation of resources to provide a safe, competitive, customer focused business unit and achieve Council's Operational Plan objectives.
- Develop and oversee maintenance schedule activities ensuring sufficient resources to ensure efficient and effective allocation of resources to reduce vehicle operating costs, providing reliable and cost effective whole of life management of both fleet and supply services.
- Oversee and manage a system that ensures new users/operators are inducted into the safe and efficient use of equipment. Also ensure annual (or more frequent as needed) audit of equipment and operator use, and facilitate subsequent follow-up refresher training as deemed necessary.
- Manage utilisation within Council departments and cost out services according to whole of life costing based on industry benchmarking (IPWEA).
- Sustain and administer systems that minimise down time of equipment whilst being repaired and maintained and ensure customers are informed as to the progress of repairs.
- Oversee and administer a regime of inspection and testing (including identification and traceability methods) to verify work processes are effective and that all finished work complies with appropriate specifications.
- Identify statutory requirements, compliance limits and adverse environmental effects which could occur during the execution of works and set up response procedures that will initially contain then remedy any environmental damage that may occur.
- Manage disposal and replacement options for Council assets in accordance with NSWLG Legislation and Council Policy.
- Identify and pursue grant funding that assists Council achieve its Operational Plan objectives and ensure the conditions of successful applications are met.
- Administer continued control and development of a computerised Fleet Asset Management System enhancing scheduled maintenance management systems and budgeted cost database.

- Ensure that all Council policies and legislative responsibilities associated with asset management are followed by all staff.
- Liaise and administer functional duties on behalf of Council with Rural Fire Service (RFS) associated with procurement.
- Represent Council at RFS service level meeting where fleet and plant procurement actions are required.

Management Duties

- Formulate, implement, control, monitor and report on performance against Council's Integrated Planning and Reporting suite of documents as well as other relevant strategies and action plans.
- Formulate, implement, control, monitor and report on performance against Council's adopted asset management plans.
- Formulate, implement, control, monitor and report on performance against Council's adopted budget, as relevant to the position.
- Establish and ensure relevance of adopted service delivery methods and associated levels of service.
- Lead the development and implementation of key programs and projects to achieve the Council's and community's vision for the Shire.
- Effectively communicate with, lead, develop and motivate staff.
- Manage employee performance.
- Provide accurate and timely information and advice to the Director Infrastructure Delivery.
- Ensure awareness of management standards, industry reform and innovation.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: 3

Indirect Reports: 3

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

This position needs to be able to attain and uphold the following licences/accreditations:

- Certificate (IPWEA) Fleet Management.
- NSW Class C Driver Licence.
- Work Health and Safety General Construction Induction (White Card).

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Diploma in a relevant field or related education equivalent and/or relevant industry experience, as outlined below.
- High level of demonstrated experience in the application of relevant skills in fleet and plant management, including:
 - Development of asset management strategies, policies and plans;
 - Effective management of a mechanical workshop;
 - Experience in sourcing strategies, plans, contract management and tenders and evaluations;
 - Effective financial management of operational and capital budgets, including project planning;
 - Experience in report writing and data management;
 - Management of leaseback vehicles.
- Well-developed ability and experience in leading and managing employees to meet organisational objectives.
- Demonstrated organisational and time management skills to meet operational requirements.
- Demonstrated familiarity and compliance with Legislation, Australian Standards and Codes of Practice relevant to safety, quality, environment and fleet and supply.
- High level of computer literacy and a demonstrated ability to use Microsoft Office software programs, including Word, Access, Excel, Outlook or similar.
- Demonstrated experience in the use of fleet management software, such as AusFleet.
- Current Class C Driver Licence.

Desirable

- Local Government experience.
- Project management and contract management experience.

DOCUMENT REVIEW DATE: MAY 2017

VERSION: 2017.1

I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

Human Resources: _____

Date: _____

Line Manager: _____

Date: _____

Director: _____

Date: _____

Employee: _____

Date: _____