

# Position Description

<b>Position title</b>	Logistics Officer
<b>Reports to</b>	Supervisor Fleet and Workshop
<b>Department</b>	Organisational Services
<b>Classification</b>	Level 4 Local Government Industry Award (Stream A)
<b>Last Review Date</b>	7 August 2018

## Position Summary

This position, under the direction of the Supervisor Fleet and Workshop will implement fleet asset strategies and procedures, as well as the operational day to day logistics coordination of fleet and plant ensuring management the day to day function of the fleet management section. Including the monitoring of vehicle usage and make recommendations regarding reallocations.

## Position Specific Accountabilities

- Consult with stakeholders to identify requirements and specifications for new and renewal fleet items to ensure delivery of the most appropriate plant, fleet and equipment for work teams.
- Coordinate, research and develop technical plant specifications for tenders and business unit items for future service provision.
- Stay abreast of innovations and new technology within the plant repair and operation fields, so as to provide up-to-date and meaningful advice on managing Council's plant assets.
- Maximise plant and fleet availability and limit downtime through smart scheduling, effective stakeholder consultation and coordination of work tasks, including the need to organise training and competency assessments for staff as required.
- Develop a servicing and maintenance schedule for plant and fleet items to ensure compliance with all relevant standards, codes of practice and legislation.
- Develop, oversee and coordinate the accurate delivery of the prequalified tender specification for external plant allocations.
- Engage, report on and monitor prequalified tender supplier in accordance with specification and TRC procurement policy
- Implement and maintain plant and fleet operations policies and procedures to ensure compliant and safe operation and work practices of plant and fleet in accordance with relevant standards.
- Ensure that plant consumables and spare parts are maintained at required level and monitor plant and fleet costs.
- Run monthly utilisation reports and develop exception-based reporting mechanisms to assist the Managers and Coordinators to manage their relevant sections.
- Ensure warranty issues with plant and equipment are monitored and resolved appropriately.
- Process and maintain records on fines and vehicle accidents.
- Work with external parties to ensure timely information and aftersales service information is available.
- Organise the disposal of plant and fleet by way of auction and establish a reserve to ensure Council obtains a good return on sold fleet.
- Generate annual/daily/hourly user utilisation to inform asset lifecycle status and use standardised methods to calculate and analyse the Whole of Life Cost
- Using Whole of Life Cost advise on Plant Hire Rates to be applied for the hire of Council Plant both internally and externally

## Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

## Selection Criteria

### Essential

- Understanding of legislative requirements of purchasing and maintaining fleet and plant.
- Ability to use initiative and work collaboratively with stakeholders to identify requirements and implement timely and effective solutions.
- Relevant qualification and or equivalent work experience in a similar role.
- A demonstrated knowledge of Fleet Management including experience in developing or operating a computer-based fleet management system and the use of complex spreadsheets.

### Qualifications

- Mechanical, Business Administration, or other equivalent qualification and/or experience in fleet and workshop management

## Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Driver Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	