

## Position Description

Fleet Assets and Systems Administration Officer



<b>Position Title:</b>	Fleet Assets and Systems Administration Officer	<b>Position Number:</b>	0783
<b>Division:</b>	Engineering	<b>Job Grade:</b>	JG5
<b>Unit:</b>	Infrastructure Delivery	<b>Award base:</b>	35 hours
<b>Unit Leader:</b>	Manager Infrastructure Delivery	<b>Reports to:</b>	Operations Coordinator – Plant and Materials
<b>Supervises:</b>	Administration Staff		
<b>Date Created /Revised:</b>	October 2018 – greater fleet, Finance1 & continual improvement focus July 2014 updates - organisational restructure February 2014 - updated Division name October 2009 new format and organisational updates December 2007		

## Primary Objective

- Maintain and operate Council's Fleet Assets Systems to meet best practice and ensure the timely and efficient provision of detailed technical advice to support effective fleet management.
- To coordinate with and provide services to other sections of Council to optimise the efficient management of Fleet assets, finances, purchases and maintenance.
- Lead and promote a culture of high quality customer service within Fleet Administration, including developing the knowledge and skills of Fleet Administration staff
- Identify and pursue continual improvement for Fleet Administration related services and activities.

## Values Statement

What we value  
Living and loving the Tweed.  
We look after people and places, explore all opportunities and  
are proud of our passionate approach.  
We care about each other, choose to be here, and are in this together.  
We have conversations where everyone can contribute and we are willing to have a go.  
We put back in to make a difference,  
so that our Tweed community is even better tomorrow than it is today.

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## External Environment

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Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

## Organisational Environment

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### ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

#### Infrastructure Delivery Unit:

The Infrastructure Delivery Unit is one of four within the Division and is responsible for the efficient and effective delivery via day labour construction or external contract of infrastructure and other projects. The Unit must conform with the stringent statutory requirements of several Acts, including the Work Health and Safety Act 2011. The Unit provides contract document preparation, supervision, administration and provides procurement advice to the organisation.

The Unit also provides mobile plant, store and depot services to the organisation and undertakes environmental management of the remaining non-operational Council quarries.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.



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### The Position

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The position is responsible for the operation, maintenance and administration of Council's Plant & Equipment Asset maintenance system. This may include planning, modelling, creating, developing and integrating complimentary in house systems to meet corporate requirements while achieving Fleet objectives.

The position is responsible for planning, undertaking and reporting on the purchase, sale and auction of Council Fleet assets while minimising Whole of Life (WOL) costs, avoiding operational disruptions, and ensuring compliance with Council procedures.

The position is responsible for ensuring the accuracy and currency of asset and maintenance details within Council's Technology One Financials inventory and purchasing modules. It is essential that the incumbent possess, a detailed working knowledge of Microsoft Office suit in particular MS office and Access Database structure, Structured Query Language and of Technology One Works and Assets or similar.

The position is responsible for the performance management and development of all fleet administration staff. This includes creation and development of SOP's, clear workflow procedures and the ongoing mentoring of Fleet Administration staff in the pursuit of continuous improvement.

The position is required to work closely with other sections within Council to complement existing processes, to reduce inefficiencies and to enable service level improvements from Fleet, Workshops and Stores sections to the rest of the organisation.

The incumbent must possess excellent communication skills to effectively communicate across the organisation and with all Council's clients and members of the public.

The position is required to apply technical knowledge and skill to respond to and evaluate requests and to determine the most efficient method of meeting the requests in accordance with Council's Policies and Procedures. The position is required to evaluate and report on complex issues in the areas of new technology, tendering, quotes and market trends.

The incumbent can be required to act in the position of Operations Coordinator Plant and Materials and provide continuing assistance to this position on a daily basis. It requires a sound working knowledge of the operations of the entire Fleet, Plant and Equipment systems of operation and their relationships within the organisation.

This position uses Technology One Electronic Content Management (ECM) software to comply with organisational and legislative record keeping requirements.



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The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
<p><b>1. Communications and Collaboration</b></p>	<ul style="list-style-type: none"> <li>• <b>Proactively liaise</b> on fleet matters with professional, operations and administrative staff across Council</li> <li>• <b>Encourage regular and clear communication</b> with all workshop, stores and operational staff that are responsible for council owned fleet, plant and equipment.</li> <li>• <b>Develop, maintain and implement</b> technical operating <b>documentation</b> and work procedures to ensure consistency in operations and their continued improvement.</li> <li>• <b>Prepare and deliver</b> complex custom reports, recommendations or alternatives that address existing and potential requests, requirements and concerns.</li> <li>• <b>Collaborate</b> in the planning, design, development, implementation of new software and enhancement of existing software</li> <li>• <b>Communicate</b> regularly with internal and external stakeholders ensuring data integrity and security is maintained</li> <li>• <b>Communicate</b> with Council's Fleet, Plant and Equipment operators and supervisors to ascertain and interpret maintenance, service and repair requirements.</li> <li>• <b>Establish and maintain</b> quality relations with staff, internal clients, suppliers, regulators and industry</li> <li>• <b>Provide</b> technical and professional guidelines to all staff as and when required.</li> <li>• <b>Provide detailed and reliable technical</b> advice to the Operations Coordinator Plant and Materials throughout the life cycle of all items owned by Council in a timely and professional manner.</li> <li>• <b>Enhance</b> Council's service delivery through the provision of quality customer service</li> </ul>
<p><b>2. Supervision</b></p>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> performance reviews and identify training and development opportunities for reports.</li> <li>• <b>Provide</b> on the job training and mentoring to Council's Fleet staff and trainees to ensure staff are adequately skilled and the team has adequate redundancy in the case of absences.</li> <li>• <b>Ensure</b> team and individual goals are clearly</li> </ul>



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	<p>and consistently communicated, monitored and appraised.</p> <ul style="list-style-type: none"> <li>• <b>Set an example</b> and encourage fleet staff to consistently meet the organisation's goals and objectives.</li> <li>• <b>Work closely</b> with other Council staff &amp; supervisors to ensure a satisfactory level of service.</li> </ul>
<p><b>3. Fleet and Maintenance Management</b></p>	<ul style="list-style-type: none"> <li>• <b>Supervise, Maintain &amp; develop</b> maintenance management software including registers, spares, records, policies, work flow and links to other corporate documentation.</li> <li>• <b>Monitor &amp; Ensure</b> accuracy of fuel transactions.</li> <li>• <b>Manage</b> fuel card allocation for all relevant fleet and plant.</li> <li>• <b>Review</b> workflow / office and systems procedures to ensure efficiencies.</li> <li>• <b>Investigate</b> suitability of new technological equipment associated with the service, repair and maintenance of Councils Fleet, Plant and Equipment and make recommendation to Operations Coordinator Plant and materials.</li> <li>• <b>Utilise</b> Technology One Electronic Content Management (ECM) software to comply with organisational and legislative record keeping requirements.</li> <li>• <b>Supervise</b> and co-ordinate the logistical, procedures and workflow practices involved with councils hire pool and internal lease practices.</li> <li>• <b>Preparation</b> of tender specification and Whole of Life Costing (WOLC) evaluation and assessment for small plant and light fleet purchases including fit for purpose.</li> <li>• <b>Monitor</b> fleet utilisation and make recommendation on reallocations to minimise organisational costs.</li> <li>• <b>Assist</b> in the monitoring against budget of all internal plant and fleet for all sections of Council</li> </ul>
<p><b>4. Total Asset Management</b></p>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> that procurement activity complies with all relevant legislation, codes and Council policy and that there is equitable treatment of all suppliers and probity in all aspects of the procurement process.</li> <li>• <b>Responsible</b> to carry out Council's small</li> </ul>



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	<p>plant replacement program, inclusive of fleet items such as sedans and light commercials.</p> <ul style="list-style-type: none"> <li>• <b>Assist</b> with the preparation and presentation of an annual plant and fleet purchase program.</li> <li>• <b>Continually</b> update the five and ten year Plant and Fleet Purchase Program based on established and recommended replacement guidelines/time frames, budget/reserve financials and operational requirements</li> <li>• <b>Investigate and coordinate</b> the sale and disposal of fleet, plant and Machinery items with the best outcome for the organisation.</li> <li>• <b>Update and maintain</b> plant registers, including updated photographs, costing, plant maintenance to keep up to date records.</li> <li>• <b>Ensure</b> that all financial dealings, acquisitions and services associated with Council plant and fleet contracts are in accordance with the approved contract documentation and complies with legislative requirements and Council policies.</li> </ul>
<p><b>5. Data Administration</b></p>	<ul style="list-style-type: none"> <li>• <b>Develop and implement</b> data quality controls.</li> <li>• <b>Liase</b> with the Information Technology Unit for regular system maintenance.</li> <li>• <b>Develop and Maintain</b> Reports in various formats including crystal, Microsoft excel and excel one.</li> <li>• <b>Resolve</b> complex database problems using analysis of information to ensure the continuity of data services.</li> </ul>
<p><b>6. Development and Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• <b>Provide</b> input as required for the implementation and ongoing development of fuel and fleet management systems</li> <li>• <b>Resolve</b> financial, Works and database performance issues, database capacity issues, replication, synchronisation and other distributed data issues as required.</li> <li>• <b>Investigate</b> suitability of new technological equipment associated with the service, repair and maintenance of Councils Fleet, Plant and Equipment and make recommendation to the Operations Coordinator Plant and Materials.</li> <li>• <b>Communicate and coordinate</b> with external professionals and software suppliers to assist</li> </ul>



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	<p>in the enhancement of Councils current and future software requirements.</p> <ul style="list-style-type: none"><li>• <b>Perform</b> independent technical and non-technical research.</li><li>• <b>Develop, maintain and supply</b> application and user support.</li><li>• <b>Resolve</b> complex database problems using analysis of information to ensure the continuity of data services.</li></ul>
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As a member of the Infrastructure Delivery Unit the position requires attention to detail, flexibility, and the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

### ***Health Safety and Environmental System (HSES) Responsibilities:***

***In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:***

#### ***Category 4 – Supervisors - Office Based***

***(For the purpose of this protocol the term supervisor covers all other office based positions, irrespective of title, with responsibility for the supervision of staff)***

Supervisors are to ensure that all the requirements of the WHS Management System are adhered to and to monitor staff to ensure compliance.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

[http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS Responsibility, Authority and Accountability 2.3.pdf](http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS%20Responsibility,%20Authority%20and%20Accountability%202.3.pdf)

#### ***Category 8 – All Employees***

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

[http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS Responsibility, Authority and Accountability 2.3.pdf](http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS%20Responsibility,%20Authority%20and%20Accountability%202.3.pdf)

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## WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position( X )
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X

## Organisational and External Relationships:

### Organisational relationships

- The position works with the workshop, store & finance team providing services to satisfy the needs of the global organisation in the area of supply, maintenance, asset management and repairs of all Fleet, Plant and Equipment.
- Liaise with the Professional Officers, Supervisor's and or Operators from all of Council Units in relation to supply, Maintenance to Fleet, Plant and Equipment and asset details.

### External Relationships

- On a frequent basis liaise with Company Technicians, Material Suppliers, Community organisation and members of the public in relation to supply, maintenance of Fleet Plant and Equipment. On a regular basis liaise with external providers
- On semi-regular basis liaise with other Council supervisors with regards to workshop/stores operational issues

## Within the context of the position, the incumbent is also responsible for:

- Maintaining work standard quality
- Continuous improvement of procedures and systems
- Provision of quality customer service.

## Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

## Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

## Verification of Qualifications:

### Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.



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- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

## Required Personal Attributes, Knowledge and Competence

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### Selection Criteria

#### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

#### Knowledge and Competence: (to be addressed in full when making application)

1. Completion of IPWEA Plant & Fleet Management Course or willingness to complete within twelve months of commencement.
2. Demonstrated high level of interpersonal skills and the ability to work with staff and external personal at all levels.
3. Demonstrated high level knowledge and experience in the operation of Fleet Management, Fuel and Microsoft office software.
4. Demonstrated ability to efficiently develop clear custom reports and recommendations from various data sets including the corporate Fleet Asset Management database.
5. Demonstrated knowledge of industry standards and application of best practices in relation to fleet management.
6. Demonstrated competence in the effective performance management and development of staff.
7. Demonstrated knowledge of relevant safe work procedures or practices.
8. Demonstrated capacity to work unsupervised and as a part of a small client orientated team.
9. Demonstrated procurement experience including the ability to prepare technical specifications, evaluate quotations and tenders and write concise recommendations.
10. Hold a class C Drivers Licence valid in NSW.

#### Desirable:

11. Knowledge of business processes in relation to Local government.
12. Knowledge of Technology One Financials program or similar.
13. Twelve months experience in either a similar role or within fleet management, operations and maintenance.

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