

POSITION DESCRIPTION

POSITION TITLE	Fleet Officer
DIRECTORATE - SECTION	Asset Services – Asset & Waste Operations
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Coordinator Fleet & Operations

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

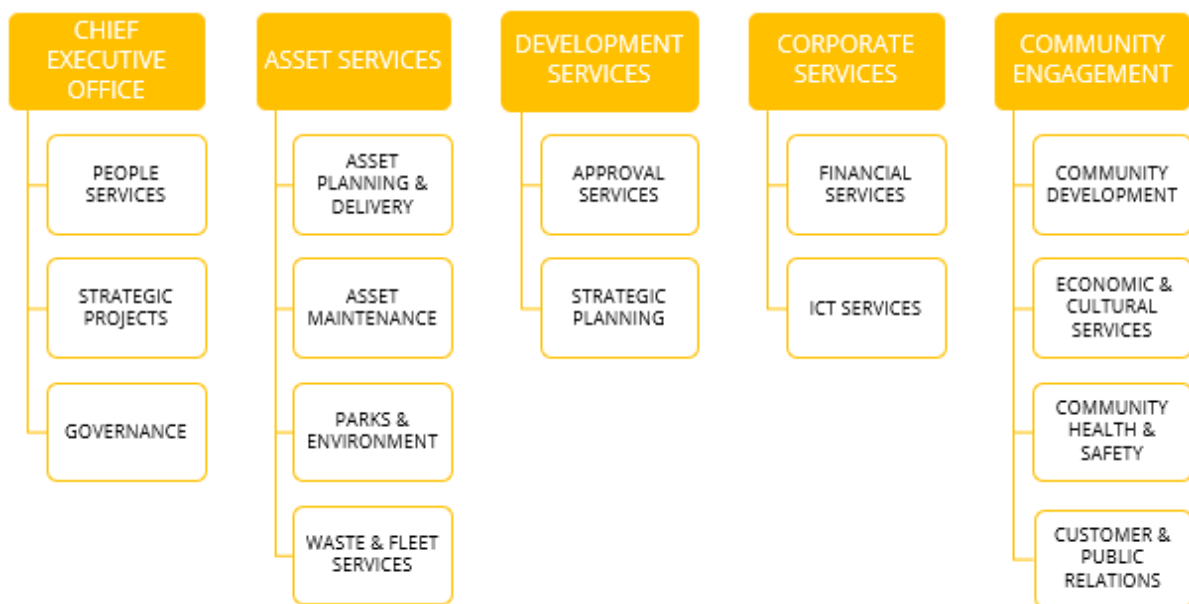
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To provide a high level of customer service and administrative support by performing duties efficiently and contributing to the effective organisation of the operation of the Plant & Stores.

KEY RESULT AREAS

ADMINISTRATION & OPERATIONAL SUPPORT

- Maintain City in house Plant Module and registers for, new and disposal of plant and machinery, fuel usage, odometer reading, fleet pre inspection data, workshop job cards data, and other programs as this module is developed.
- Process and monitor City Light fleet allocation procedures, in support of the City FBT and Insurance requirements, Vehicle usage Policy.
- Maintain and update City Fleet RAC membership categories to support the operational needs of the varied Light Fleet.
- Maintain and update City online portal to Issue and deactivate fuel fobs to plant and machinery.
- Maintain and update City Department of Transport Bulk Vehicle licensing account.
- Raising of requisitions, reconcile and undertake financial processes including procurement and budget reports
- Assist in the preparation of Capex Bids and regular review of the City's annual and rolling 10-year plant replacement programs.
- Assist with Plant and Machinery specification development, tender preparation, and evaluation for acquisition and disposal of plant and machinery.
- Act as a first point of contact for all interactions with City Stakeholders and the external Fleet Management provider
- Ensure the Fleet Services content for the Kalanet page and the City's web site is kept regularly updated
- Maintain external Fleet Management providers and associated contracts/agreements
- Act as a first point of contact for all interactions with City of Perth Stakeholders and the external Fleet Management provider
- Maintain and update Fleet Services Mydata Plant, Fleet, Machinery and equipment database
- Maintain and assemble Fleet and Plant Management monthly reports
- Actively seek out and report on potential improvements to policies, procedures and systems that will assist in continuous improvement of the Business Unit capacity to meet its service provision goals and obligations.
- Minute taker for Fleet & Stores Toolbox meetings
- Back up Support to Stores Operation Centre Officer when on leave, and rostered day off.
- Other duties as directed by Coordinator Fleet & Operations.

COMMUNICATION / CUSTOMER SERVICE

- Respond to and process internal and external Customer Requests related to Plant and Fleet.
- Back up Support to Stores Operation Centre Officer when on leave, and rostered day off.
- Act as a first point of contact for all interactions with City Stakeholders and the external Fleet Management provider

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

ESSENTIAL KNOWLEDGE / SKILLS CRITERIA

1. Highly developed customer services skills
2. Experienced in navigating stores/purchasing software as well as using Microsoft Excel, Outlook & Word, Synergy Inventory and Stock Control, Record Management Systems, Customer Request
3. Be highly organised and able to prioritise and manage numerous tasks at the same time
4. Has a strong work ethic with good time keeping & attendance
5. Ability to foster constructive and collaborative working relationships with stakeholders and partner organisations.
6. To participate in the continuous improvement of service delivery ensuring that policies and procedures comply with legislation and regulatory requirements.
7. Contribute and administrate the development or review of processes and procedures.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Fleet & Operations

DATE PD REVIEWED/APPROVED: 8 May 2023
