
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Fleet Administration Officer
2.0 AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
3.0 SECTION:	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services.
4.0 CLASSIFICATION	Level 2
5.0 DEPARTMENT:	Infrastructure
6.0 BRANCH:	Workshop
7.0 LOCATION:	Bedourie

8.0 POSITION OBJECTIVE

To provide administrative support to the Workshop Coordinator for the procurement and maintenance of fleet plant and equipment.

9.0 REQUIREMENTS OF THE POSITION

a) Skills

- High level written and verbal communication skills
- High level skills in all Microsoft Office based programs
- Well-developed time management skills working on multiple tasks and ability to meet deadlines
- Ability to work with minimal supervision with accuracy and high level attention to detail
- Ability to apply processes and procedures relevant to the work area
- Ability to use initiative always demonstrating a high level of ethical standards
- Excellent communication and interpersonal skills with the ability to provide quality service to both internal and external clients
- Ability to work as a team member and contribute to team outcomes
- Ability to complete manual tasks

b) Knowledge

- Sound knowledge of Fleet Management and workshop processes or ability to learn
- Knowledge of legislative requirements in the vehicle and transportation environment
- Demonstrated knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009, and the Local Government Regulation 2012
- Workplace health and safety systems and processes
- Quality Assurance requirements and procedures

c) Experience and/or qualifications

- Formal qualifications in Administration or demonstrated relevant experience
 - Previous experience in a similar position
 - Current Queensland C Class Drivers Licence or ability to obtain
 - Experience in the use of the Microsoft suite of programs
 - Desirable: White Construction Card
-

10.0 KEY DUTIES / RESPONSIBILITIES

a) Fleet Administration

- Provide administrative and secretarial support to the Workshop Coordinator
- Maintain Council's 10-year plant replacement program including fleet acquisitions and disposals maintaining records in Synergy Asset and Plant modules
- Assist with the implementation of Council's Asset Management plans, specifically the Plant and Equipment plan, including the set up and ongoing maintenance of the Asset Management module in Synergy
- Ensure all fleet is appropriately registered complying with Queensland Transport regulations
- Manage fleet related maintenance requests through the effective implementation of the Synergy Soft Workshop module including:
 - entering defects
 - arranging service requirements with the stores department
 - liaising with plant/vehicle operators
 - following up on outstanding actions
 - creating and distributing fortnightly maintenance schedules and reports to Coordinators and Supervisors
- Assist with procurement of service providers, parts and materials including liaison with Council Stores and the preparation and coordination of tenders and seeking quotations
- Process insurance claims for all fleet and ensure appropriate records are maintained
- Assist with the implementation and use of Navman and Plant Assessor
- Ensure National Heavy Vehicle Law and Regulations are adhered to
- Assist with the collation of Workplace Health and Safety requirements for all projects and assets including monitoring outstanding hazards, preparing safe work method statements and procedures, providing information to supervisors for pre-starts, team meetings and toolbox talks
- Assist with the development and maintenance of procedures, forms, checklists and registers as required
- Schedule work and services with all Council departments for the Contractor Boilermaker
- Collect and collate Driver Log Book sheets, timesheets and plant sheets each fortnight
- Provide work progress reports to the Supervisor
- Communicate, solve and discuss work problems with other team members and the Manager
- Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff
- Ensure that Councils Workplace Bullying and Harassment Policy, Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy
- Assist and back-up for stores and procurement
- Assist and back-up infrastructure administration duties
- Perform other tasks within your capabilities as directed

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework

d) Risk Management

- Comply with Council's Risk Management Policy and Framework
- Positively contributing to Council's risk management culture
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Support the integration of risk management into all aspects of their activities and functions
- Undertake and participate in risk management training as required
- Make risk control and prevention a priority when undertaking tasks
- Ensure that risks are identified, managed and controlled appropriately within role; and
- Monitor and report on risks or risk treatments in accordance with Council's Risk Management Framework

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health &

Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 KEY SELECTION CRITERIA

- 1) Demonstrated experience in an administrative role preferably in a Council or Fleet Management environment
- 2) Demonstrated knowledge and/or experience in procurement and scheduling preferably in a workshop operations or similar environment
- 3) Demonstrated ability and experience in using MS Office including Outlook, Word and Excel
- 4) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines
- 5) Excellent verbal, written, interpersonal and negotiation skills with proven ability to effectively communicate and liaise with all levels of internal and external customers
- 6) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner
- 7) Demonstrated commitment to Workplace Health and Safety policies and procedures

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs					<input checked="" type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting	Driving	Hearing		<input type="checkbox"/>	Foot Movement		<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation		<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling		<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity		<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping		<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs						

I declare that I am physically capable of undertaking the duties as outlined in this position description.

Signed:

Date: / /

Print name:

13.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Current Qualification/s	Potential Pathway Progression	Pathway Professional Development
Formal qualification relevant to this position or similar	<ul style="list-style-type: none"> ▪ Preparing complex spreadsheets and reports ▪ Training and knowledge of Council policies and procedures ▪ Secretarial support, confidentiality and finance processes 	Formal Business Administration or Finance qualifications Formal finance, asset and/or procurement experience Formal people management qualifications Potential for supervisor, coordinator position within Council

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Workshop Supervisor

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, Councils Contract Boilermaker, suppliers and contractors, and members of the general public.

15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

16.0 APPROVALS

Bob Stephen
Director of Infrastructure



Signed:

Date: 22 / 01 / 2024

I have read and understood this Position Description – Fletet Administration Officer and accept the objectives and responsibilities of this position.

Signed:

Date: / /

Print name: