

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Administration Officer Fleet
Position No:	TBA
Award:	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, clerical, technical, professional, community service, supervisory and managerial services
Certified Agreement:	Under Development
Classification:	Level 3
Department:	Infrastructure Services
Branch:	Operations
Location:	Bedourie
Reports to:	Workshop Supervisor
Direct Reports:	Nil

POSITION OBJECTIVE

The Administration Officer Fleet is responsible for providing administration support to the Workshop Team for the procurement and maintenance of fleet plant and equipment. The position provides administrative support across organisational teams being flexible and adaptable, as required.

COUNCIL'S VALUES

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

KEY RESPONSIBILITIES

- Provide administrative and secretarial support to the Workshop Team by reviewing, developing and maintaining procedures, forms, checklists and registers to ensure that accurate records are maintained.
- Review and maintain Council's 10-year plant replacement program including fleet acquisitions and disposals in Asset and Plant modules.
- Assist with the implementation of Council's Fleet Asset Management plans, specifically the Plant and Equipment plan, including the set up and ongoing maintenance of the Asset Management module.
- Ensure Council's fleet is registered and complies with Queensland Transport regulations

including processing insurance claims.

- 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 procurement of service providers, parts and materials including liaising with stakeholders to seek quotations and in the preparation and coordination of tenders.
 - Assist with fleet activities including the implementation and use of Navman and Plant Assessor, scheduling work and services for Departments with contracted service providers (ie Boilermaker) and collect and collate logbook sheets, timesheets and plant sheets.
 - Manage fleet related maintenance requests through the system module including:
 - entering defects
 - arranging service requirements with stores
 - liaising with plant / vehicle operators
 - following up on outstanding actions
 - creating and distributing fortnightly maintenance schedules and reports to Coordinators and Supervisors
 - Ensure observed breaches of National Heavy Vehicle Law and Regulations are reported to the Safety and Quality Coordinator.
 - Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
 - Ensure that Council's Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework
 - Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
 - Undertake risk management training and other training in accordance with council requirements.
 - Undertake other work as needed within the scope of the position, consistent with skills, competence and training.
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KEY SELECTION CRITERIA

- Demonstrated experience in an administrative support role preferably in a local government or fleet management environment.
- Demonstrated knowledge and / or experience in procurement and scheduling preferably in a workshop operations or similar environment.
- Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- Excellent verbal, written, communication and interpersonal skills with proven ability to effectively communicate and liaise with all levels of internal and external customers.
- Ability to work with minimal supervision to apply processes and procedures relevant to the work area, with accuracy and attention to detail, and to use initiative demonstrating a high level of ethical standards.
- Demonstrated ability and experience in using MS Office including Outlook, Word and Excel.

- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a professional and flexible manner.
- Demonstrated commitment to Workplace Health and Safety policies and procedures.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- 'C' Class Queensland Drivers Licence or higher
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

Desirable

- Certificate IV in Business Administration or other related discipline
- Experience in Fleet / Workshop Management within a local government environment
- First Aid and CPR Certificate

Note: Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety Responsibilities

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).

- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

EXTENT OF AUTHORITY

As per Council's Delegation Register.

Position Description Acceptance

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

Employee Name: _____

Employee Signature: _____

Date: _____