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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

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

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### 8.0 POSITION OBJECTIVE

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

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### 9.0 REQUIREMENTS OF THE POSITION

#### a) Skills/Capabilities

- Strong written and verbal communication skills
- Customer service and interpersonal skills
- High level skills in all Microsoft Office based programs
- Strong skills in time management, planning schedules and meeting deadlines.
- Ability to work with minimal supervision with accuracy and good attention to detail
- Ability to operate standard office equipment
- Ability to interpret and follow instructions
- Ability to work as a team member and contribute to team outcomes
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

#### b) Knowledge

- Sound knowledge of Fleet Management and workshop processes or ability to learn.
- Knowledge of legislative requirements in the vehicle and transportation environment.
- Knowledge of policies and regulations relating to Local Government or the ability to learn.
- Quality Assurance and Workplace Health and Safety processes.
- Council's policies and procedures or a demonstrated ability to learn.

#### c) Experience and/or qualifications

- Formal qualifications in Administration or demonstrated relevant experience
  - Previous experience in a similar position
  - Current Queensland 'C' class drivers license
  - Desirable: White Construction Card
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### 10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Provide administrative and secretarial support to the Workshop Coordinator.

- 2) Manage fleet related maintenance requests through the effective implementation of the Synergy Soft Workshop module including entering defects, arranging services, liaising with plant/vehicle operators, following up on outstanding actions, and creating and distributing reports as required.
- 3) Provide fortnightly maintenance schedules to Coordinators and Supervisors.
- 4) Ensure the National Heavy Vehicle Law and Regulations are adhered with.
- 5) Maintain Council's 10-year Plant replacement program.
- 6) Process fleet acquisition and disposal including completion of required forms, maintaining records in Synergy Asset and Plant modules, liaising with stores for service requirements and ensuring registrations are completed appropriately;
- 7) Assist with procurement of service providers, parts and materials including liaison with Council Stores and the preparation and coordination of tenders and seeking quotations.
- 8) Ensure all fleet is appropriately registered and complies with Queensland Transport regulations;
- 9) Process insurance claims for fleet and ensure appropriate records are maintained.
- 10) Assist with 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.
- 11) Assist with the implementation and use of Navman and Plant Assessor.
- 12) Assist with the development and maintenance of procedures, forms, checklists and registers as required.
- 13) 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.
- 14) Schedule all the work of the Contract Boilermaker and liaise with other council officers requiring their services;
- 15) Collect and collate Driver Log Book sheets fortnightly;
- 16) Collate staff timesheets and plant timesheets each fortnight for area
- 17) Provide work progress reports to the Supervisor.
- 18) Communicate, solve and discuss work problems with other team members the Supervisor.
- 19) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 20) Ensure that Councils Quality Assurance Program is adhered.
- 21) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 22) Perform other Council work as directed

#### **Workplace Health and Safety Responsibilities**

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

**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 workshop operations.
- 3) High level of skills 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) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 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.
- 8) Current Queensland 'C' Class Drivers Licence.
- 9) Desirable: Formal qualifications and/or experience in Administration or a similar discipline;

**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							
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs					<input checked="" type="checkbox"/>	
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs					<input type="checkbox"/>	
<b>Heavy Work</b>	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	<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	<input 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	<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	<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	<input type="checkbox"/> 6-8 hrs				

## 13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Workshop Coordinator

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.

## 14.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

## 15.0 APPROVALS

**Reviewed By:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

I, **[name]** have read and understood this Position Description Administration Officer - Fleet and accept the objectives and responsibilities of this position.

**Applicant signature:** \_\_\_\_\_

**Date:**            \_\_\_/\_\_\_/\_\_\_