

Fleet Maintenance Officer

Our refs: SF22/227

Ensure Council's Fleet is safe, fit for purpose and operating at optimum efficiency through the provision of an efficient program of servicing, maintenance and repairs.

Working in a small team, the Fleet Maintenance Officer will work collaboratively, liaise with internal and external stakeholders and contribute to providing fit for purpose and safe fleet assets.

About:

- Roma, QLD
- Full time 36.25 hours per week
- \$65K per annum, plus superannuation and allowances
- 5 weeks annual leave (pro rata)
- Monthly RDO's
- *QLD Local Government Industry (Stream A) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019 / Level 4*
- Salary Sacrifice Facilities

A strong candidate for this role will have:

- Current C (Car) Class 'Manual' Driver Licence
- Certificate III in Business Administration (or similar discipline); or an equivalent level of expertise and experience to undertake the range of activities required
 - General Construction Induction (White) Card (*desirable*)
 - Formal Microsoft Excel & Word training (*desirable*)

To apply:

Upload your application (including Covering letter & Resume) to Council website www.maranoa.qld.gov.au/careers by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

Closing date: 5:00pm Monday, 12 September 2022

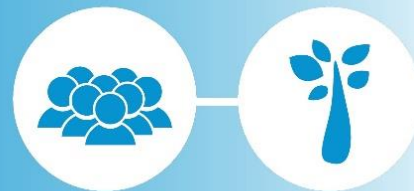
For more information:

Website: www.maranoa.qld.gov.au

Telephone: 1300 007 662

POSITION DESCRIPTION

Fleet Maintenance Officer



About the position

Profile

Position title	Fleet Maintenance Officer
Position number	0517
Department	Procurement & Commercial Services
Current location	Roma Infrastructure Depot, 1 Cartwright Street, Roma
Classification	Queensland Local Government Industry (Stream A) Award – State 2017 – Level 4
Reports to	Operations Manager – Fleet
Date last reviewed	19 August 2022

Purpose

Ensure Council's Fleet is safe, fit for purpose and operating at optimum efficiency through the provision of an efficient program of servicing, maintenance and repairs.

Working in a small team, the Fleet Maintenance Officer will work collaboratively, liaise with internal and external stakeholders and contribute to providing fit for purpose and safe fleet assets.

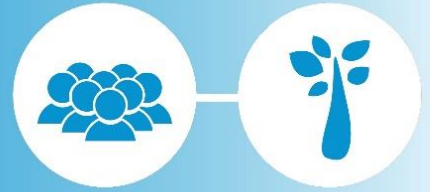
Key Responsibilities

Plant Maintenance and Service Delivery

- Contribute to the maintenance of the fleet maintenance system and administration of insurance claims and requests for plant servicing and repairs.
- Assist with scheduling and coordinating various reactive, programmed, cyclical and routine maintenance works.
- Provide telephone and in person support to internal and external customers on matters relating to plant maintenance.
- Monitor and action customer requests in accordance with the *Customer Service Charter* and ensure correspondence and related documents are attached to the request within Council's customer request system.
- Research information and collate data for inclusion in Council reports and workshop presentations.
- Supply clear, concise, accurate and timely reports in line with specified program performance targets.
- Attend meetings and coordinate the compilation and distribution of meeting minutes as required.
- Provide administrative support to workshop staff as endorsed by the Operations Manager.
- Create requisitions as required in accordance with Council's *Procurement Policy*.
- Collect and audit vehicle logbooks for Fringe Benefit Tax (FBT) purposes in accordance with the Australian Tax Office, *Fringe Benefits Tax Assessment Act 1986*.
- Monitor and re-issue toll / infringement notices to relevant vehicle users and ensure payment is made in accordance with the notice provisions.

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- Maintain currency of plant, vehicle and trailer registrations through Department of Transport and Main Roads.
- Apply for TMR excess mass and dimension permits as required.
- Process insurance claims as required and in accordance with Council's policies and procedures.
- Monitor and update Council's online booking system for pool car and parenting van.
- Coordinate inductions, collection and maintenance as required for Council's parenting van.
- Deliver and collect light vehicles as required.

National Heavy Vehicle Accreditation Scheme (NHVAS)

- In accordance with *Heavy Vehicle National Law Act 2012*, collect and process NHVAS checklists, dockets and forms including:
 - Prestart checklists
 - Machinery service check sheets
 - National Drivers' Diaries

Defect Register and Reporting

- Monitor the defects@maranoa.qld.gov.au email and process lodged defect forms.
- Maintain the Plant Defects Register in accordance with the NHVAS and Council's *Maintenance Management Manual*.
- Generate weekly Defect Register status reports and monitor outstanding items for completion.
- Generate 'Scheduled' servicing tasks (Defects) and issue to relevant Council Workshops.

Other

- Provide administrative support for projects assigned to the Plant, Fleet & Workshops Department as directed by the Operations Manager.
- Assist with developing and implementing operational and administrative systems, processes and procedures, relating to the duties, responsibilities and functions of the work unit to improve service delivery.
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

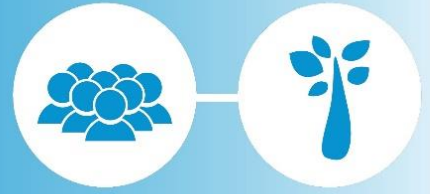
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

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About the person

Qualifications and licences

Mandatory qualifications and licences

To be successful you will need to demonstrate that you will be able to meet the below mandatory requirements for the role:

- Current C (Car) Class 'Manual' Driver Licence
- Certificate III in Business Administration (or similar discipline); or an equivalent level of expertise and experience to undertake the range of activities required

Desirable qualifications and licences

Although not mandatory, the below qualifications and licences are considered beneficial to the role:

- General Construction Induction (White) Card
- Formal Microsoft Excel & Word training

Required skills and experience

- Knowledge of the relevant legislative, policy and procedural framework and auditing requirements relating to plant and fleet.
- Basic understanding of the National Heavy Vehicle Accreditation Scheme (NHVAS) and requirements for maintenance management accreditation.
- Well-developed computer skills in the Microsoft Suite (Outlook, Word, Excel, PowerPoint) and ability to quickly learn IT systems.
- Commitment to a team-based approach, with demonstrated ability to work within a team environment to achieve Council's goals and departmental work program projects and tasks.
- Strong organisational skills, with the commitment and ability to work with minimal supervision.
- High attention to detail and accuracy of information with the ability to review, edit and proofread documents for completeness and accuracy.
- Ability to set priorities and manage time to achieve work program deliverables despite conflicting pressures.
- Good verbal communication and interpersonal skills with the ability to liaise with internal and external stakeholders at all levels.
- Ability to prepare and present project information and presentations to a high standard.
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working in local government or similar environment will be highly regarded but is not essential.