

# Position Description

## PLANT AND FLEET COORDINATOR

## POSITION OVERVIEW

This position is responsible for:

- the coordination of Council's heavy and light plant and fleet across the organisation including
- managing a program for the purchase of new heavy and light plant and fleet as needs arise.
- the coordination of a program to ensure renewals of existing plant and fleet nearing end of life is completed.
- coordination the servicing of all heavy and light plant and fleet in accordance to relevant service standards.
- ensuring safe depot operations across each of Council's in Bright, Myrtleford and Mount Beauty depots, including ensuring that equipment and building of the depots are maintained.
- coordinate the purchasing of resources required to provide a safe workplace for Council staff throughout the depots
- coordinate the process for the sale of surplus plant and equipment as becomes available from time to time.

You will be required to promote the Alpine Shire Council as a customer-focused organisation at all times. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised and enjoyable environment.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 6 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Manager Engineering and Maintenance
<b>Supervises:</b>	Administration Officer (Operations)

## KEY DUTIES AND RESPONSIBILITIES

### **Accountability and extent of authority**

- Accountable to direct supervisor and/or manager
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Supervisor.
- Manage expenditure to within the approved budget, unless otherwise approved by the Manager Engineering and Maintenance.
- The effective supervision and performance management of staff (where applicable).
- Maintaining excellent provision of customer service, including timely response and accurate reporting within the Customer Request Management system.

- Take appropriate action to ensure own and public safety.
- The satisfactory completion of assigned tasks, in terms of quality, quantity, timeliness and cost-effectiveness.
- Competently and safely driving/operating/using/maintaining vehicles, plant, machinery, equipment and tools in accordance with manufacturer's specifications and Regulations.
- Compliance with Council's relevant policies and procedures.

### **Plant and Fleet – Purchase New and Renewals Program**

- Coordinate Councils purchase of new and renewal program for fleet, heavy and light plant, including:
  - Scoping for budget processes
  - Procurement – including preparation of tender documentation, tender evaluation and recommendation processes. Ensuring that purchases are made within budget.
  - Taking delivery and onboarding of plant and equipment ready for use.
- Take a thorough approach to risk management in all aspects of project delivery including design, OHS, financial & reputational.
- Identify and engage with all key internal stakeholders for successful project completion.
- Exercise effective contract administration.
- Manage project budgets including control of expenditure any variations and payments.
- Ensure that project completion is timely, thorough, within budget and well documented for all projects.

### **Coordinate Depot Operations**

- Including procurement of goods and services required.
- Undertake all procurement in accordance with Council's Procurement Policy
- Procure goods and services to the financial delegation specified in Council's Procurement Policy.
- Ensure that adequate stock is on hand, managing stock to appropriate levels.
- Ensure that delivered goods are received and stored appropriately.
- Procure and supervise contractors to undertake maintenance of various essential services within each of Council's depots.
- Ensure oil separators are maintained in accordance with product manuals and information recorded.
- Testing of Lift chains.
- Monitoring and emptying of the Chemical overflow tank.
- Develop and maintain systems to increase the efficiency of depot operations.
- Make sure all depots are tidy with all safety measures are in place.

### **Coordinate maintenance of Council's heavy and light plant and fleet**

- Ensure that all plant and vehicles are kept in a roadworthy and safe operating condition.

- Ensure daily prestart check sheets are filled out for each item of plant, collate the information from these sheets to arrange services and repairs as necessary.
- Co-ordinate and manage the services of contract maintenance personnel in relation to the servicing and repairs of all plant items.
- Coordinate a process for the sale of surplus plant and equipment.
- Maintain minor plant as required.
- Develop and maintain systems to increase the efficiency of Depot operations.

### **Day to day activities**

- Display a positive approach to time and activity management.
- Wear appropriate Personal Protective Equipment as and when required. Ensure others are doing likewise.
- Assist with Animal Pound operations where requested.
- Display a punctual, reliable and positive approach to work.
- Positive approach to furthering own development.
- Regularly report to the Manager Asset Maintenance on all the Depots procurement and Plant matters.

### **Budgeting**

- Provide input into the development of the annual budget with Managers of the following areas:
  - Asset Development for new and renewal of capital infrastructure; and
  - Asset Maintenance for operational needs of the depots.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide input into the budget quarterly reviews as requested by the Manager.

### **Continuous improvement**

- Continually review practices and processes in the team to identify improvement opportunities in the way services are delivered.
- Investigate, evaluate and report on new technology and equipment to improve efficiency and productivity.

### **Emergency Management**

- Assist Council in dealing with any emergency situation affecting the operation of Council and/or the wellbeing of the community.

### **Event Support**

- Coordinate various resources and supplies as required by event organisers.

## **Other duties**

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the manager or supervisor.
- Positively interact with internal and external stakeholders
- Positive approach to furthering own professional development.
- Ability to schedule and reschedule workload as a result of competing priorities.
- Accountable for undertaking performance reviews of supervised staff and contributing to performance management processes when necessary
- Assess training needs and work with human resources to facilitate staff attendance.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Demonstrated skills in supervising a team
- Prepare and submit reports and when requested of the Manager.
- Provide support to Local Laws with animals being sheltered at the pound.
- Provide input for various corporate documents, including the Council plan and budget, asset management plans and directorate business plans.
- Well-developed skills in the management of projects and contractors.

## **Judgement and decision making**

- Ability to apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation
- Make decisions in accordance with legislation, policies, procedures, practices, delegated authority and industry standards.
- Use discretion, initiative and experience from previously encountered situations.
- Perform tasks from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, so as to achieve the best outcome. Personal judgment may be required.
- Exercise considerable discretion and tact in dealing with matters affecting Councillors, employees of the organisation and members of the community.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Propose solutions to a diverse range of problems and make decisions using evidence from a range of sources
- Guidance and advice would usually be available within the time required to make decisions.
- Complex or sensitive matters must be referred to the Manager.

## **Management skills**

- Knowledge of and ability to implement EEO, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to work unsupervised.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines.

- Ability to efficiently plan, organise and implement daily, weekly and longer-term workloads.
- Demonstrated skills in supervising contractors.
- Prepare and submit reports to the Manager including information for annual and quarterly reports, briefing notes and press releases.
- Provide input for various corporate documents, including the Council plan and budget, asset management plans and directorate business plans.
- Ensure that expenditure is kept within budget, unless otherwise approved by the Manager.

### **Interpersonal skills**

- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Ability to build relationships both internally and externally to achieve positive outcomes for Council.
- Successfully interact with Council employees and the public
- Be able to discuss and resolve problems amicably

## **A STRONG CUSTOMER SERVICE FOCUS EXPERTISE**

### **Qualifications**

- Degree or Diploma Technical/Trade qualification related to heavy plant & vehicles.
- Substantial relevant experience in the field of plant and vehicle management or similar.
- Confident with Microsoft Office and other IT applications
- Driver licence
- Medium Truck licence desirable
- Provide First Aid (HLTAID003)
- Working with Children Check

### **Specialist knowledge and skills**

- Safe and competent operation and maintenance of vehicles, plant, machinery, tools and equipment.
- Sound knowledge and experience of procurement, plant specification and maintenance procedures.
- Knowledge of the use, maintenance and the repair of all plant and equipment used by the Alpine Shire.
- Good knowledge of Alpine Shire's procurement and accounting procedures.
- Demonstrated familiarity with budgeting techniques.

- Highly developed multi-tasking skills and the ability to work independently, prioritise tasks and meet deadlines.
- Ability to understand and interpret legislation, policy and procedures
- Knowledge of Alpine Shire Council Plan, relevant Council strategies, Asset Maintenance Department plans and an understanding of how these documents impact upon the employee's position and role in the organisation.
- Ability to exercise initiative in the performance of duties and work with minimal supervision.
- Ability to adapt to changing work environments.
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Ability to identify hazards and react quickly.

## **Experience**

- Experience in procurement of heavy, light plant and fleet procurement and maintenance procedures.
- Substantial relevant experience in the field of plant and vehicle management and/or Technical/Trade qualification related to heavy plant & vehicles.
- Experience in maintaining and repairing plant and heavy equipment.
- Experience using all relevant technology
- Demonstrated capacity to provide excellent customer service/public relations skills.
- Proven experience with budget management
- Proven ability to work with limited supervision.

## **HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES**

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor
- environment
- Physical demands are moderate to strenuous, consisting of the ability to sit,
- stand, stoop, reach, bend, climb, lift and pull using safe manual handling
- practices
- You must be able to see and hear in the normal range, with or without
- correction, and communicate well both verbally and in written form, and must be
- able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing
- to work an irregular schedule, which may include weekends, holidays, evenings,
- and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs