

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Fleet Administrator	1256
CLASSIFICATION	ANZSCO CODE
Band 5	135112
DEPARTMENT	DIVISION
Business Services	Corporate Services
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	The Gordon

Position Objectives

The Fleet Unit is responsible for the management of Council's fleet of vehicles, plant and equipment. This fleet enables staff across Council to provide and maintain a wide range of infrastructure assets for the community.

Reporting to the Manager Fleet Services, this role is responsible for administrative, clerical and accounting support to the Fleet Manager to achieve effective management of Council's large and diverse fleet operations. At all times the unit endeavors to provide a professional and responsive service to internal and external customers of Council.

Key Responsibility Areas

- Maintain Council's vehicle and plant fleet management program (AusFleet) and the database relating to all purchases and sales of fleet including the production of appropriate reports from the database.
- Ensure all vehicle and plant registrations are current, manage registration plate replacement process as necessary.
- Accountable for the inspections of all Council vehicle and plant equipment to ensure roadworthiness and health and safety conditions are met, in conjunction with Fleet Manager.
- In conjunction with the Financial Services ensure all vehicle and plant equipment details are recorded accurately in the Council asset register.
- Initiate proceedings on all traffic violation infringement notices for Council vehicles.
- Maintain databases and other record systems for Council fleet cars (fuel cards, E-Tags, RACV, parking, security passes, etc.).
- In conjunction with Financial Services ensure all appropriate journals and accounting entries have been recorded monthly, relating to purchase, sales, fuel and all other relevant entries.
- Reconcile all appropriate accounts relating to fleet in the general ledger with the fleet database.
- Assist the Insurance Department with lodging and managing Vehicle Insurance claims.
- Complete all general accounting duties using Council Accounting systems (Dynamics 365 and ExFlow) relating to fleet management.
- Manage the installation, programming, updates and reporting functions of Council's GPS tracking system, Intellitrac. This includes the retrieval of video footage from Council vehicles.
- Administer the operation, setup and reporting from Council's risk assessment program, Plant Assessor including pre-start checks.
- In conjunction with CarePark, co-ordinate the provision of Council parking in the multi-storey car park at the corner of Dana and Doveton Streets.
- Organising the maintenance and regular cleaning of the Fleet Department's pool vehicles and where necessary, jump-starting pool vehicles.
- Manage Council's online vehicle booking program and assist with "shuffling" vehicles as and when required.
- Manage the disposal of all Plant and equipment, some manual handling of small plant, such as chainsaws etc. will be involved.

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From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Manager Fleet Services	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal: Staff	External: Contractors General Public Suppliers

Accountability and Extent of Authority

Directly responsible to the Fleet Manager for the key responsibilities of the position in general terms and more specifically:

- Contribute to the development and operation of the Fleet register systems which will provide information and support to others.
- Directly assist the Fleet Manager in day-to-day operational aspects of the fleet management responsibilities, recommending improvements to procedures and processes.
- Responsible for the instigation and maintenance of journals, and invoices relating to the management of the Council fleet operations.
- Liaise directly with external manufacturers/suppliers/contractors relating to supply of vehicles and their ongoing service and maintenance.
- Oversee the Council fleet pool booking services, including internal bookings and external hire car arrangements.

Judgement and Decision Making

- The ability to initiate and make decisions will be a requirement although assistance and guidance will usually be available from the Fleet Manager.
- Technical decision making within accepted standards and interpretation of policies will be expected.
- Capacity to advise and direct both external suppliers and internal staff on matters relating to plant purchases and disposal.
- Initiate purchase orders relating to maintenance of fleet vehicles and hire car orders.

Specialist Skills and Knowledge

- Significant knowledge of Council's operations, plant equipment and its methods of service delivery.
- Utilise Council's systems to facilitate and process purchase orders.
- An understanding of and ability to implement the Council's Fleet policies.
- Be computer literate in Microsoft and Council's financial programs.
- Ability to audit external invoices and report on cost trends.
- Ability to assist other Unit staff in the use of computer applications relating to fleet details.
- Possess an aptitude for accounting related duties.
- Interpret and apply relevant Legislation e.g. VicRoads, Australian Taxation Office
- Knowledge of Occupational Health and Safety issues relating to Plant Risk assessments.

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- Knowledge of Council's safety systems 'Elumina' and 'Plant Assessor' would be an advantage.

Management Skills

- The person must be able to work in a team environment demonstrating the ability to deal with multiple demands and to make appropriate referrals.
- Within guidelines prioritise work tasks to action short-term and long-term work requirements.
- Manage own time and resources through planning to achieve objectives directed by internal policies and external legislation requirements.
- Liaise with external organisations to ensure timely and accurate management of fleet vehicles.

Interpersonal Skills

- Excellent written and verbal communication skills to produce reports and conduct various training programs.
- Ability to communicate effectively with and gain cooperation of other staff along with external manufacturers and suppliers.
- Excellent negotiation and conflict resolution skills when liaising between the Finance division and various business units and external organisations.
- Ability to work independently and efficiently within set guidelines.

Qualifications and Experience

- Proficient in Microsoft Word/Excel processing and computer literate.
- Previous reception, clerical/administrative experience.
- Understanding of accounting entries relating to the fleet section.
- Excellent communication skills and experience in dealing with the public.
- Post-secondary or TAFE level qualification in fleet administration or related area is preferred.
- Exposure to mechanical workplaces or willingness to gain experience in these areas. Able to use basic hand tools.
- Current Driver's Licence essential, M/R or H/R would be an advantage.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Previous experience in the management/supervision of vehicles/plant/equipment is highly desirable.
- Post-secondary or TAFE level qualification in office administration or relevant area experience is preferred.
- Excellent verbal and written communication skills.
- Demonstrated abilities and experience in administration duties, including the ability to use a range use of computer programs and databases.
- Ability to work unsupervised and to be able to prioritise.
- Understand and demonstrate commitment to quality customer service and teamwork.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

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ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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