

# POSITION DESCRIPTION

<b>Position Title:</b>	Fleet and Logistics Manager (PN 1028)		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Operations and Planning		
<b>Date Approved:</b>	April 2025		
<b>Hours per week:</b>	38	<b>Award Classification:</b>	Band 3, Level 3
<b>FTE:</b>	1	<b>Salary Classification:</b>	Grade 6

## Position Purpose

This position leads the Fleet & Logistics business unit, providing strategic and operational oversight of Council's fleet, workshop, stores, and associated systems. The role ensures whole-of-life value from Council's fleet assets, compliance with safety and environmental requirements, and the delivery of high-quality mechanical services to internal customers.

The Manager is responsible for business planning, policy development, procurement oversight, lifecycle cost management, and risk mitigation in the delivery of an integrated Fleet and Logistics strategy.

## Key Accountabilities

- Lead and implement Council's Fleet & Logistics strategy in alignment with the Delivery Program and Resourcing Strategy.
- Oversee the effective delivery of mechanical services and stores management, including planning, procurement, and compliance.
- Manage the fleet replacement program, including tendering, procurement, asset disposal, and performance review.
- Develop and monitor service KPIs, utilisation data, lifecycle costs, and investment outcomes.
- Advise the Executive Leadership Team on fleet performance, capital investment needs, and operational risks.
- Lead the Fleet Management Working Group, championing innovation and continuous improvement.
- Ensure compliance with WHS, environmental regulations, and legislative requirements for all fleet assets.
- Prepare operational and strategic reports, business cases, and policy documents.
- Manage the telematics system and provide strategic insight into usage and optimisation.
- Build and manage relationships with internal customers, suppliers, contractors, and regulatory agencies.
- Act as Chief Warden under Council's Emergency Plan for the depot site.
- Maintain Site Information boxes and Hazardous Chemical manifests for the depot site.

## Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Qualifications in a Mechanical trade and/or Logistics, Asset Management, Mechanical Engineering or related field or significant equivalent relevant experience.
- Current Class C Driver Licence.
- White Card (General Construction Induction).

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

## Skills and Experience

- Proven experience in managing fleet operations, logistics, or mechanical services at a strategic level.
- Demonstrated ability to lead multi-disciplinary teams, including technical and trade staff.
- Strong knowledge of fleet lifecycle management, procurement, compliance, and telematics systems.
- Experience in preparing strategic reports and presenting to senior management.
- Strong financial acumen, including budgeting, forecasting, and cost control.
- Excellent communication, negotiation, and leadership skills.

## Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none"><li>• We approach our work with enthusiasm and drive to make a difference</li><li>• We inspire others with our thirst for excellence</li><li>• We take pride in the customer service we deliver</li></ul>
Integrity	<ul style="list-style-type: none"><li>• We act ethically and honestly and work to build the trust and confidence of the community and staff</li><li>• We act with pride and respect while being loyal and accountable</li></ul>
Innovation	<ul style="list-style-type: none"><li>• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions</li><li>• We promote and deliver change in the way we work</li></ul>
Communication	<ul style="list-style-type: none"><li>• We ensure open communication for all</li><li>• We openly and proactively listen and provide information</li></ul>
Respect	<ul style="list-style-type: none"><li>• We consider workmates, community, the workplace and environment</li><li>• We treat people as we would like to be treated</li></ul>

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## Collaboration

- We seek what is best for the team, not what is best for the individual
- We work together to achieve a shared vision
- We are connected with and care for each other
- We encourage and pay attention to those around us

## Supervision Received

This role reports to the Director Operations and Planning. Operates with a high degree of autonomy.

## Supervision Exercised


The following roles report to the Fleet Manager:

- Motor Mechanic (x5)
- Boilermaker (x1)
- Storeman (x1)
- Fleet Officer (x1)
- Business Support Officer (x1)

## Position Description Endorsement

### People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Senior People and Culture Advisor
Date:	24 April 2025

## Role Authorisation

«InternalApprovalSignature\_tag»

## Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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