

FLEET SYSTEMS OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	Fleet Systems Officer		
Department & Section	City Assets – Infrastructure, Assets & Maintenance		
Team	Operational Support		
Reporting to	Team Leader - Operational Support		
Positions Reporting to it	Nil		
Classification and Stream	MOA 3		
Position Number	3336	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Ensures cost effective, efficient and customer focused fleet management and administration services to a high standard
- Provides exceptional customer service by ensuring effective liaison with internal and external customers and contractors
- Delivers data-driven insights that improve fleet performance, reduce costs, and support sustainability initiatives for the community

What does the position do?

- Provides efficient and effective administrative support, while applying a high degree of judgement and initiative
- Decommissions plant and machinery in accordance with Council's procedures and guidelines
- Liaises with the Fleet Purchasing Coordinator on commissioning of fleet, plant & equipment
- Liaises with the Team Leader Operational Support on the setting and review of hourly change out rates for plant & equipment
- Resolve routine fleet administration issues using established procedures and escalate complex matters to maintain fleet operations
- Support leaders by addressing operational issues beyond standard practices, and recommending solutions for effective fleet management.
- Orders and maintains fuel cards and EV fobs for all relevant plant and machinery.
- Plans and coordinates general purchasing for fleet servicing to ensure timely servicing and maintenance of all plant and machinery
- Creates and maintains service schedules for all major and minor plant and machinery, incorporating them into the Workshop calendar
- Ensures the integrity of all electronic data
- Monitors fleet performance and identifies trends or risks
- Coordinates external scheduled servicing for all relevant plant and machinery
- Ensures a high standard of customer service by providing proactive and professional liaison with internal/external customers and service providers
- Raises purchase requisitions for service parts and external servicing
- Actively participates in identifying, assessing, and managing risks across daily operations and project activities.
- Ensures compliance with the Code of Conduct, Council policies, procedures and guidelines
- Other reasonable duties as required are undertaken

What outcomes does the position deliver?

- Effective scheduling of a fleet servicing program
- Timely and effective disposal of Council Assets

POSITION DESCRIPTION



- High integrity and reliability of fleet management database
- Accurate and predictive reporting from telematics and fleet systems
- Data analytics that assist the Team Leader with operational improvements

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- A drivers licence is essential
- A Fleet Management Certificate or equivalent experience is desirable
- Forklift licence is desirable

Experience

- Experience with administering fleet database systems
- Relevant experience in the administrative co-ordination of plant and machinery maintenance and servicing
- Experience in data analysis, reporting, and interpretation, preferably within fleet or asset management systems

Knowledge

- Understanding of telematics systems, data integrity principles and reporting tools
- Sound working knowledge and understanding of operational procedures relating to fleet administration.
- Fleet database management
- A broad understanding of fleet utilisation
- Working knowledge of the principles and practices required for purchasing.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.

POSITION DESCRIPTION



- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.