

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 • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • 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 ☐ NO ☒

How does this position contribute to our community?

- Supports reliable fleet information, reporting and administration that assists fleet operations, cost control and sustainability initiatives for the community
- Ensures cost effective, efficient and customer focused fleet systems and administration services to a high standard
- Provides exceptional customer service by ensuring effective liaison with internal and external customers, contractors and service providers

What does the position do?

- Ensures a high standard of customer service by providing proactive and professional liaison with internal/external customers and service providers
- Ensures compliance with the Code of Conduct, Council policies, procedures and guidelines
- Maintains the integrity of fleet systems data through accurate data entry, checking, routine analysis and reporting.
- Processes and maintains vehicle and plant registrations in accordance with Council procedures and legislative requirements
- Monitors fleet performance information and identifies routine trends, risks or data issues for review by the Team Leader Operational Support
- Works with the Group Leader Mechanics to create and maintain service schedules for major and minor plant and machinery
- Identifies opportunities to streamline processes and improve service delivery.
- Decommissions plant and machinery in accordance with Council's procedures and guidelines
- Liaises with the Fleet Purchasing Coordinator on commissioning and decommissioning of fleet, plant & equipment
- Assists the Team Leader Operational Support with information required for setting and review of hourly charge out rates for plant & equipment
- Resolve routine fleet administration issues using established procedures and escalate complex matters to maintain fleet operations
- Provides efficient and effective administrative support, while applying a degree of judgement and initiative
- Supports leaders by preparing routine fleet reports from telematics to assist with identifying operational improvements
- Orders and maintains fuel cards, EV and telematics fobs for all relevant plant and machinery.
- Other reasonable duties as required are undertaken

What outcomes does the position deliver?

- Effective support with scheduling and administration of the fleet servicing program
- Timely and effective decommissioning and disposal of Council Assets

- High integrity and reliability of fleet management data and records
- Accurate reporting from telematics and fleet systems to support operational decision making
- Data analysis and reporting that assist the Team Leader with identifying operational improvements

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

- Customer focused and passionate about delivering outcomes for our community.
- Demonstrates behaviours aligned with PAE Values and the Code of Conduct.
- Demonstrates curiosity and a willingness to learn new systems, processes and technologies.
- Identifies opportunities to streamline processes and improve service delivery
- Adjusts priorities and responds positively to changing operational requirements.
- Manages multiple tasks and competing deadlines while maintaining attention to detail.
- Builds positive working relationships with staff, contractors and customers through a friendly, courteous and customer-centric approach.
- Exhibits sound analytical and critical thinking skills, integrating different perspectives and data-driven evidence to support sound decision-making and problem resolution
- Applies sound problem-solving skills, using available information and established procedures to support decisions and resolve routine issues
- Works in an organised, agile and responsive manner with proven capability to manage time effectively.
- Communicates clearly and shares information effectively.
- Shows enthusiasm to complete tasks and contribute positively to team outcomes.
- Demonstrates a commitment to personal development and continuous improvement.

Qualifications for the position

- A drivers licence is essential
- A relevant Trade Certificate, Certificate IV in Business Administration, Information Technology, Fleet/Asset Management or equivalent relevant experience is highly regarded
- Forklift licence is desirable

Experience

- Experience administering fleet, asset, records or other business database systems
- Experience in using several systems simultaneously while maintaining attention to detail
- Experience preparing routine data reports and interpreting information to support operational administration

Knowledge

- Working understanding of telematics systems, data integrity principles and routine reporting tools
- Sound working knowledge and understanding of operational procedures relating to fleet administration.
- Working knowledge of fleet database management and record keeping
- Broad understanding of fleet utilisation and service scheduling requirements
- 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.
- 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.