



SUCCESS PROFILE – Fleet Coordinator

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Fleet Coordinator
DIVISION:		Residential Education, Care & Community
CAMPUS:		Timbertop
REPORTS TO:		Facilities Coordinator
DIRECT REPORTS:		Not Applicable
EMPLOYMENT STATUS:	Tenure	Full Time Ongoing
	Hours	37.5 hours per week
	Working Weeks	Standard 52 Weeks 48 working weeks, 4 weeks annual leave
CLASSIFICATION:		Operational Salary Scale General A3

THE ROLE

General Description and Role Purpose

The Timbertop Fleet Coordinator is responsible for overseeing all Timbertop fleet and equipment including fleet movements, servicing and maintenance scheduling. The role is proactive with maintaining strong relationships with our Timbertop staff and service providers and support with vehicle and equipment requirements.

Key Responsibilities/Accountabilities

- Ensuring the day-to-day activities of vehicle movements, maintenance and servicing are scheduled in accordance with the Timbertop Programme
- Manage the daily checks of all vehicles and trailers, undertake periodic safety checks, coordinate all servicing and repair activity for all vehicle fleet, ensuring compliance, accreditations and high standards are met
- Maintain all vehicle and trailer registration, compliance and insurance requirements
- Coordinate the vehicles booking system ensuring vehicle numbers and availability support the requirements of the Timbertop Programme
- Oversee campus fuel requirements and infrastructure including monitoring fuel supply, usage and any required servicing or repair to fuel infrastructure
- Manage the Timbertop driver assessment and review process, including driver training, record keeping of licensing, driver levels and other details
- Coordinate and undertake driver duties including but not limited to Hike pick up/drop offs, community services, ski programmes, truck runs, student trips and other driving duties as required
- Ability to procure services and manage allocated vehicle budget expenditure targets
- Develop effective working relationships with key stakeholders, service providers, Timbertop staff external departments and authorities, internal management and various departments of the School
- Other duties commensurate with the role as may be assigned by the School.
- Committed to the rigors of the School's [Light Blueprint](#)



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ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Timbertop Facilities Dept staff
- Timbertop Outdoor Education Studies (OES)
- Timbertop Farm Dept staff
- Timbertop operational and teaching staff
- Corio Facilities Depart Staff
- Corio Finance Staff

External liaisons

- Contractors and suppliers
- External agencies and authorities

Out of hours contact/ other role requirements

- The attendance at School events, such as family day, is encouraged.
- Travel is a requirement of this role. Travelling between campuses, travelling overseas for events / frequency etc

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐
Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to 20 kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☐	☐	☒	☐
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☐	☐	☒	☐
Work at Heights	Using ladders, scaffolding or other objects	☐	☒	☐	☐
Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (eg Rivers or rainy weather)	☒	☐	☐	☐
Fatigue Capacity	Working non-business hours shifts	☐	☒	☐	☐



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	Overnight supervision of students Being on-call Possible sleep disruption				
Travel	Off-site travel	☐	☐	☐	☐
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☐	☐	☒	☐
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☐	☐	☒	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☐	☐	☒	☐
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☒	☐	☐
Outdoor work	Work in hot, cold, wet conditions	☐	☐	☒	☐
Working alone	Work alone or in isolation	☐	☐	☒	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☐	☒	☐	☐
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☒	☐	☐
Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☐	☐	☒	☐
Decision-Making	Exercising judgment within delegated authority	☐	☐	☒	☐
Confidentiality	Handling sensitive or personal information	☐	☒	☐	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure, ambiguity and intensity	☐	☐	☒	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Knowledge / Skills:

- Well-developed interpersonal and communication skills with a proven ability to develop rapport and build relationships with a broad range of staff, suppliers and contractors.
- Excellent organisational, administrative and time management skills, including the ability to manage multiple tasks within associated timelines. Experience developing reports and coordinating projects and tasks within budget parameters.
- A proven ability to develop and maintain organisational systems and procedures.
- Proficiency with the Microsoft Office suite of programmes and understanding of Facilities Management Software and/or similar.
- The ability from an OH&S perspective to fulfil the physical requirements inherent within the role.



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Qualifications:

- Trade qualification in a relevant field or equivalent experience
- Demonstrated experience with fleet management and systems
- Experience and/or qualifications in driving a range of vehicles (bus, truck, tractors and other farm equipment, four-wheel drive and advanced driver training)

Desirable:

- Vehicle Mechanic qualification
- Certificate IV Training and Assessing
- Certificates of competency in heavy plant operation relevant to maintenance activities
- Medium Rigid License or higher
- Anaphylaxis
- First Aid
- CPR

Experience | *What you HAVE DONE*

- Experience and proficiency with managing a large fleet of vehicles and equipment (logistics, servicing, repairs, sourcing)
- Experience and knowledge driving a variety of vehicles and ability to provide driver education relating to bus, truck and advanced driver training.
- Experience presenting training, workshops, or information sessions to staff would be highly regarded.

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil
- Connected

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)

WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's Ligh Blueprint, individual performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.



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- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.

Reviewed by:	Campus Business Manager Timbertop
Approved by:	Employee Engagement
Effective Date:	1 September 2026