

<b>POSITION TITLE</b>	<b>Administration Officer (Fleet)</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Technical Services</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 2</b>
<b>REPORTS TO</b>	<b>Senior Fleet Officer</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### Position Summary

The Administration Officer (Fleet) assists all crews in resourcing external fleet, materials and labour hire, monitors usage of internal plant and assists in the auditing of internal and external cost estimates through spreadsheets and maintenance of master lists. The position involves the processing of purchase orders and progress payments and also assists relevant work groups with administration duties in periods of high work load.

### Key Responsibilities

- Review invoices for labour and plant pertaining to work group operations in accordance with established procedures
- Review allocated timesheets to ensure times are correctly recorded with relevant internal and external plant and fleet usage
- Process requests for subcontracting fleet and plant as required and in accordance with Council policy and procedures
- Process the ordering and/or scheduling of vehicles, plant and equipment for work groups in accordance with operational deadlines
- Assist in the daily operational administration of work group tasks in accordance with Council policies and procedures, including maintenance of Panel of Providers data, responding to internal and external telephone calls (enquiries and requests regarding plant, materials and labour hire) and resolving finance and equipment issues and discrepancies with suppliers and customers
- Provide assistance and advice in evaluating the performance of suppliers and the ability of Council fleet and plant to meet operational demands, including the implementation and monitoring of new or revised strategies as directed
- Assist with forecasting fleet resource needs, identifying issues and implementing appropriate solutions
- Provide training, support and direction to the Fleet Administration Support Officer when required
- Assess, recruit and maintain records for Labour Hire including hire period calendar, ensuring appropriate levels of approval are met and monthly labour hire reporting is completed

- Assist project team members with purchase orders and processing of progress payments in consultation with responsible parties
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Demonstrated high level of interpersonal skills for dealing with internal and external customers in person, by electronic communication and by phone
- Ability and commitment to maintain confidentiality particularly regarding Panel of Provider prices and information
- Demonstrated ability to effectively interpret and administer complex fleet operations
- Sound knowledge of road construction and maintenance activities, plant capabilities and plant productivity
- Sound keyboard skills with proficient knowledge of the Microsoft Office suite and data base usage
- Ability to prioritise and work under pressure with effective research skills to locate information
- Ability to work independently without supervision or collaboratively in a team environment
- Sound knowledge of procurement policy and procedure within a medium to large organisation
- Sound knowledge of local area and conditions

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Sound experience in a fleet administration role working with heavy plant and equipment
- Demonstrated experience using the Microsoft Office suite and data bases in a multidisciplinary work environment
- Demonstrated experience in applying financial administration practices and delivering professional customer service in a diverse and dynamic working environment

#### ***Desirable***

- Certificate III in Procurement, Administration or related field
- Experience in Tech One suite of programmes and GIS software
- Previous experience working in local government
- Experience with construction and civil construction processes and plant utilisation

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

## SCHEDULE S3

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>	

Last updated: 30 June 2023