

Manager Fleet and Facilities

POSITION DESCRIPTION



Position Number:	1391
Department:	Organisational Services
Section:	Fleet and Facilities
Position Status:	Full Time
Classification:	Limited Term Contract
Reports To:	General Manager Organisational Services
Revised:	September 2026

General Position Statement

This position supports Council's direction by being a key member of the Wider Leadership Team and effectively managing the Fleet and Facilities Section to provide asset management services, reactive and planned maintenance and delivery of Capital improvements for Fleet, Facilities and Community Assets. The Section also incorporates the provision of Fleet Services for the Council by providing specialist and professional advice, analysis and support to senior managers within Council

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Manage the Fleet and Facilities Section to ensure a whole of life approach to the management of Fleet and Facilities Assets.
- Oversee the implementation of best practice asset management systems and controls.
- Monitor and report on the performance of Fleet and Facilities' assets and make recommendations to maximise performance.
- Develop life cycle asset management strategies in alignment with Council's other functions and manage stage implementation.
- Identify asset management gaps and areas for continuous improvement and management.
- Lead and manage projects and initiatives that deliver improved community services, safety, facilities management and maintenance.
- Develop and deliver Capital Projects utilising good project management principles.
- Ensure audit compliance and integrity of data on the full ambit of asset register information.
- Participate in the Whole of Council Asset Management process, including the updating of asset maintenance in applicable council asset management systems.
- Efficiently and effectively manage the strategic direction for Council's fleet operations.
- Manage the operational functions of a diverse section to achieve service levels in an efficient and cost effective manner.
- Manage, lead and support the Section, creating an environment that promotes high performance, collaboration and staff development.
- Develop and monitor operational and capital budgets, strategic and operational plans.
- Formulate reports and policies for the defined areas of responsibility.

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- Provide advice to Council, internal and external customers, and the community in relation to areas of responsibility.
- Ensure compliance with all statutory requirements, service standards and funding agreements relative to the areas of responsibility.
- Liaise and collaborate with stakeholders, senior managers, Councillors and other Council staff on Fleet and Facilities .
- Coordinate the collection and analysis of information from community feedback to assist with future planning.
- Ability to manage Council's CCTV network to enhance community safety, ensuring compliance with Information privacy requirements.
- Refer matters which may impact upon the business, Council and employees to the relevant General Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in asset management, facility and fleet utilisation in a medium to large sized organisation.
- Understanding of life cycle asset management strategies.
- High level community engagement skills including planning, communication (written and oral), presentation and facilitation knowledge.
- Experience with the management and supervision of professional and technical staff.
- High level financial and budget management skills.
- High level conceptual and analytical skills.
- Ability to research and prepare comprehensive and professional reports and documentation.
- Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated high-level skills to negotiate with and work co-operatively with consultants, contractors, members of the public, businesses and relevant government agencies.
- Highly developed planning and management skills.
- Demonstrated strong capacity to plan workload, achieve set goals and meet deadlines.
- Demonstrated experience in implementing processes relevant to this position in a complex organisation.
- Ability to interpret legislation, standards and practices applicable to the areas of responsibility.
- Knowledge of depreciation associated with assets.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.

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- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Degree qualification in Engineering or Facilities Management (or related discipline) and/or significant equivalent demonstrated experience; and

Desirable Qualifications and Experience

- A Registered Professional Engineer Queensland (RPEQ) or accumulating experience and knowledge towards registration.
- Post graduate qualification in Management or working towards same and/or equivalent demonstrated experience in management.
- Experience in Project and/or Facilities Management will be highly regarded.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- *Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Tactical Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

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Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.