

# Fleet Administration Supervisor

## POSITION DESCRIPTION



<b>Position Number:</b>	1191
<b>Department:</b>	Organisational Services
<b>Section:</b>	Fleet & Facilities
<b>Unit:</b>	Fleet Services
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
<b>Reports To:</b>	Manager Fleet and Facilities
<b>Revised:</b>	March 2026

### General Position Statement

This position supports Council's direction by providing direction and operational supervision of the Fleet Administration team including plant and vehicle acquisition, lifecycle asset maintenance, vendor management, compliance and reporting. The Fleet Administration Supervisor plays a key role in continuously reviewing, analysing and enhancing administrative systems, processes and procedures, while fostering effective working relationships with staff, suppliers and the community.

### Specific Responsibilities

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

- Provide leadership, supervision, mentoring and management of the Fleet administration team to ensure the effective and efficient delivery of Fleet maintenance planning and administrative support functions.
- In collaboration with Workshop Supervisor, support the development and coordination of accurate workshop service documentation, including preparation of work orders, forward planning of maintenance activities and resource scheduling, to ensure all Fleet maintenance works are performed in a safe, timely, reliable and compliant manner.
- Oversee all fleet data change requests, including updating templates in R1 and ensure a high level of accuracy is maintained when processing change requests.
- Work within and provide continuous improvements of fleet administrative processes, workflows and documentation standards.
- Maintain contractor service agreements and implement variations ensuring external contractors are compliant with the documentation requirements within the agreement.
- Contribute to enhanced use of technology to support efficient planning, monitoring and reporting of workshop operations, ensuring consistency of processes where feasible.
- Prepare the short term work package schedules in consultation with Workshop supervisors and Fleet Coordinator to support effective delivery.
- Prepare the reports and information to monitor, track, evaluate and report on KPI activities and foster continuous improvements.

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- Assist the Fleet Coordinator in the development and monitoring of operational and capital budgets related to fleet maintenance, workshop administration and asset lifecycle management.
- Create and process journal entries to correct expenditure errors while liaising with stakeholders and staff responsible for expenditure.
- Lead continuous improvement, streamlining and optimisation initiatives for workshop administrative processes, systems and data management.
- Manage operational and service related requests effectively to ensure prompt identification and appropriate action.
- Collate, analyse and report relevant fleet and workshop data and statistics as required for operational planning, audit and compliance.
- Oversee purchasing processes for fleet acquisition, ensuring acquisition activities comply with relevant policies, legislative requirements and audit standards.
- Oversee contractor compliance for all vehicle and plant supply arrangements, ensuring vendors meet agreed specifications, delivery timeframes, warranty conditions and safety requirements.
- Develop, coordinate and review work processes and procedures for the team using best practice standards, including training and mentoring the team
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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## Position Requirements

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

### Skills/Competencies

- Demonstrated ability to lead, motivate and coordinate an administrative team providing support to a large, multi-disciplinary operational environment.
- Demonstrated experience and knowledge in the collection, analysis and reporting of fleet, asset, maintenance and financial data to support operational planning and decision-making.
- Well-developed problem-solving skills, particularly in relation to fleet data management, maintenance work management systems and continuous improvement of business systems and processes.
- Demonstrated ability to research, analyse and prepare correspondence, reports, briefs and operational documentation related to fleet maintenance, asset management and service delivery.
- Demonstrated ability to develop, implement, review and standardise policies, procedures, workflows and work instructions to support effective fleet administration.
- Proven ability to liaise, negotiate and communicate effectively with operational staff, technical specialists, contractors, supervisors, coordinator and management at all levels.
- Demonstrated knowledge of budgeting, purchasing and procurement procedures, with desirable experience in fleet-related expenditure, contractor management and standard accounting practices.
- High knowledge in finance systems to maintain budget and expenditure accuracy.
- 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.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.

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- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Ability to effectively operate Council's computer systems including but not limited to the Ci Anywhere Suite (R1 and ECM), Pathway, Conquest, a Computer Maintenance Management System and the MS Office Suite.

### Qualifications

- Degree Qualification in Business Management or related discipline and/or substantial work experience in a senior Workshop administration / supervisory role.

### Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *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* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *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 **Operational Leadership**: *Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.* **Further Information Appendix A.**

### 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.

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## 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.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

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## Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.