

# Coordinator Fleet Services POSITION DESCRIPTION



<b>Position Number:</b>	1133
<b>Department:</b>	Organisational Services
<b>Section:</b>	Fleet and Facilities
<b>Unit:</b>	Fleet Services
<b>Position Status:</b>	Full Time
<b>Classification:</b>	Limited Term Contract
<b>Reports To:</b>	Manager Fleet and Facilities
<b>Revised:</b>	April 2026

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## General Position Statement

This position supports Council's direction by effectively managing Council's fleet and workshop operations and overseeing the Fleet Services Unit ensuring safe and productive operations in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff, suppliers and the public.

This position is a key member of the Fleet and Facilities Leadership Team and provides specialist professional advice, analysis and support to senior managers within Council.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

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## Specific Responsibilities

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

- Lead and manage the various functions of the Fleet Services team through planning, designing and implementing strategic initiatives to enhance organisational effectiveness, including the unit's human and physical resources in an efficient and cost effective manner.
- Lead the Fleet Services Unit in the implementation and management of best practice fleet management governance frameworks, methodologies and processes whilst ensuring all legislative obligations are met.
- Proactively manage the fleet capital renewal and operational maintenance programs to ensure reliable and cost effective resources and services are provided to the organisation.
- Identify, develop, implement and monitor operational plans and schedules for the unit ensuring a high performing customer service and results focused team.
- Continuously seek to innovate and implement improvements to processes and service delivery.
- Coordinate service for Council's fleet assets, including the management of external service contracts.
- Prepare budget submissions for the unit's operational and capital budgets, and monitor compliance with adopted monthly targets, project plans and annual budget.

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- Oversee compliance with Operational plans and service levels for unit works, preparing procurement and program status reports for the Manager as required for works undertaken by the unit.
- Build effective partnerships with and facilitate the engagement of stakeholders with regard to planning of renewals and maintenance works to be undertaken by the unit.
- Be considerate of Council's corporate community and make decisions that provide a holistic net benefit to the organisation.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor 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

- Extensive knowledge of statutory and operational requirements relevant to fleet plant and equipment, and workshop management in a local government or equivalent environment.
- Extensive management experience of a multi-disciplined sector of a business at a senior level in Fleet and Workshop operations.
- Demonstrated capacity to professionally manage relationships with internal and external stakeholders.
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical and professional written communication.
- Demonstrated experience in highly developed planning and management skills.
- 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 financial and budget management skills.
- Ability to effectively operate Council's computer systems including TechnologyOne, Pathway and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- 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.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- 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.

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- 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

- Tertiary qualification in Engineering (Mechanical) or a related discipline and/or trade qualification with an associated mechanical or heavy vehicle transport industry background and demonstrated specialist expertise relating to fleet and workshop maintenance

### Desirable Qualifications and Experience

- Registered as a Registered Professional Engineer Queensland (RPEQ).
- Experience in a local government environment.

### 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 *Transitioning to 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 environment.
- Ability to work in an 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 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.