

Position Description

Position Title	Coordinator Fleet Services
Directorate	Infrastructure
Business Unit/s	Waste & Fleet
Reports to	Service Lead Fleet
Classification	IWA – Level 9

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to the Service Lead Fleet.

Position Overview

The Coordinator Fleet Services provides leadership & supervision to the workshop team and is responsible for maintaining the City's fleet, plant, and equipment to its optimum operating condition, and minimising operational downtime.

The role will provide exceptional operational leadership, direction, development, mentoring and support for the workshop and fleet team.

This position has strategic and operational management responsibility for all fleet repair & maintenance services including the performance of the City's workshop and has a strong focus on safety & continuous improvement.

Position Objectives

- Strategic and operational management of the City's Fleet and plant maintenance systems.
- Assist the Service Lead Fleet in the development and implementation of fleet management policies and procedures, quality systems and operational plans to support the achievement of the City's objectives.
- Continually review and analyze fleet processes and procedures to ensure ongoing efficiency improvement.
- Prepare management reports and provide detailed ongoing information concerning fleet maintenance issues e.g., monthly service statistics, reports on plant usage, defect causes etc to the Manager Waste and Fleet.
- Make recommendations to management concerning fleet maintenance issues and contemporary industry trends, initiate and prepare supporting documentation, arrange appropriate correspondence and maintain comprehensive records.
- Provide input into the development of the capital and operational budget and report on progress in meeting objectives as required. .
- Assist and provide technical support to the tender evaluation process in accordance with the City's policies and procedures and the Local Government Act. Assist with monitoring the movement of Fleet Assets within the City including their exchange, disposal, transfer, new allocations and their applications.
- Evaluation of services to ensure effectiveness, efficiency and best value service delivery.
- Record and maintain appropriate documentation to assist the fleet procurement team for progressive planning of fleet procurement and maintenance services.
- Assist the Service Lead Fleet in establishing "whole of life" costing analysis to drive reduction in fleet costs. Supervise employees and contracts involved in delivering fleet services and ensure high levels of customer service.
- Management of vehicle accidents.

- Manage the performance of the City's Fleet Mechanical Workshop operations and lead the development of a best practice maintenance program to ensure reliability, availability and serviceability of the City's various plant and equipment.
- Ensure that all safety procedures and systems are up-to-date and followed by the mechanical workshop staff.
- Ensure the City's vehicles, plant and equipment fleet complies with occupational health and safety, Australian design rules and other legislated requirements.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary or trade qualification in fleet asset management or similar.	Desirable
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Knowledge, Skills, Experience & Abilities	
Strong organisational skills and experience in business planning, budgeting and performance reporting.	Essential
Ability to provide fleet management leadership, support and advice.	Essential
Strong analytical and conceptual skills with the ability to drive continuous improvement.	Essential

A sound understanding of tendering and contracts as they relate to fleet.	Essential
A sound understanding of general fleet management processes, practices and relevant legislation.	Essential
Knowledge of mechanical operations and heavy-vehicle capacity and capability.	
Experience in managing a large, diversified fleet.	Essential
Experience managing multi-disciplinary teams.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence HR	Desirable
Current Driver's Licence C Class	Essential

Office use only

Position Creation Date	Date	1 September 2014	Officer	Manager Waste & Fleet
Last reviewed/Modified	Date	9 June 2024	Officer	Service Lead Waste Fleet