

Coordinator Plant, Fleet and Operations

Position Details

Location	Alpha Jericho, Barcaldine (location preferred), or Aramac Muttaborra District Regional work and travel as required
Status	Full-time, maximum term employment of three (3) years Subject to Council's capacity to pay, funding, and Employee's performance
Industrial Instruments	Industrial Relations Act 2016
Classification	To be discussed with the successful applicant
Reports to	Director of Works
Direct Reports	Supervision of staff is required

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Hericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



HONESTY

WE ALWAYS TELL THE TRUTH



EMPATHY

WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS



ACCOUNTABILITY

WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS



RESPECT

WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY



TRUST

WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES

Key Responsibilities

Works Planning, Analysis and Business Partnership

- Review Plant and Fleet monthly performance reports and identify improvement opportunities.
- Identify the resource requirements for future works, including whether works are to be completed internally or sourced, and identify the most efficient sourcing arrangements (owned/hired/leased) to meet the future Plant and Fleet requirements.

Fleet Performance Reporting

- Generate organisational Plant and Fleet reports including utilisation, fuel usage, status of the Plant and Fleet budget, environmental performance, and reports on specific projects/issues, provide specialist advice on exceptions, trends and improvement opportunities.
- Monitor the annual Plant and Fleet budget.
- Ensure the audit processes related to Plant and Fleet activities is maintained.
- Managing and updating of the Plant and Fleet maintenance management system.
- Procurement and Disposal of Plant and Fleet Assets
- Maintain and upkeep a schedule of all Plant and Fleet assets due for replacement.
- Prepare the Plant and Fleet specifications, trials, inductions, and maintenance schedules.
- Ensure proper consultation before preparing final specifications using a fit for purpose methodology. Prepare the evaluation of all Plant and Fleet procurement activities including recommendations.
- Advise on the optimum disposal channel for each plant or fleet asset due for replacement.

Fleet Management

- Develop and manage Council's 10 year new and replacement capital replacement Plant and Fleet program.
- Prepare the annual Plant and Fleet renewal plan in consultation with relevant departments.
- Maintain accurate information within the fleet management systems, including:
 - Asset register.
 - Plant and fleet assets.
 - Issuing of identification numbers
- Ensure correct conditional registrations are applied to relevant plant when procured and throughout the life of the asset when registration renewal occurs.
- Ensure all plant and fleet assets have appropriate maintenance schedules.
- Oversee workshop operations and performance in collaboration with workshop leaders.
- Review and implement the Plant and Fleet Asset Management Plan and the Motor Vehicle Policy.
- Coordinate the purchase and trade-in of all plant and fleet requirements according to agreed replacement schedule.
- Act as the custodian for all plant and fleet and oversee / monitor the servicing, maintenance, and cleaning as required.
- Coordinate engineering approval for modifications to plant and fleet assets.
- Management of all Permits / inspections for council fleet through the National Heavy Vehicle Register [NHVR] and relevant authorities to allow plant to traverse National, State and Local roads.

Leadership Accountability

- Supervise and coordinate the day to day/weekly team activities providing effective leadership and supervision of all tasks.
- Conduct regular team meetings to keep staff informed of the performance of the service, to discuss continuous improvement initiatives, and provide opportunity for staff input.
- Assist key internal stakeholders with maintaining an accurate report on actual progress against planned Fleet and Plant operations and capital works.
- Development and implementation of procedures and policies to ensure the effective and efficient delivery of plant and fleet services.

People Capability

- Ensure workshop staff can be trained and improve skills to work with new and changing fleet technology through identify training and development needs via the Performance Appraisal System.
- Lead and be a role model to Council's culture, values, HR policies and procedures and core capabilities.
- Proactively look for ways to support our people to be and do their best by positively influencing and improving the people experience at every step of the employee life cycle.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Stakeholder management

- Collaborate with relevant internal stakeholders to identify, monitor and maintain an accurate forward plan of Plant and Fleet to support operations and capital works requirements.
- Ensure customers are kept informed and updated of works required or being undertaken on plant and fleet items.
- Where necessary, assist with arrangements to hire plant where there may be prolonged repair downtime.
- In consultation with plant users and other stakeholders, develop specifications for new and renewal fleet items to deliver the most appropriate plant, fleet and equipment for work teams.
- Develop Service Level Agreements with Plant and Fleet users clearly defining what service will be provided to customers.

Health and Safety/Risk Management

- Supervise the delivery of worksite safety audits monthly, documenting the inspections and preparing and completing corrective action reports and timeframes
- Organise all inspections and maintenance of lifts or hoists, test and tag, triple interceptors and other regulatory inspections as required.
- Liaise with all team leaders regarding safe, efficient use of plant and equipment.
- Ensure that there is an elected OH & S Representative from the workshop

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), and occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).

- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Formal qualifications and/or relevant experience (minimum 3 years) in Plant and Fleet Management
- Trade qualified or Certificate III in Heavy Commercial Vehicle with at least 5 years' experience

Licensing:

- Current Queensland class 'HR' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- A variety of tickets for various heavy plant.

Experience and Knowledge:

- Proven experience in coordinating workshop and management of plant and fleet operations including plant and equipment service and repair, scheduling, and prioritisation.
- Demonstrated experience in developing/training and supervising a team of staff.
- Demonstrated experience in the service and maintenance of light vehicles, light and heavy equipment, and heavy commercial vehicles, with priority focus and role delivery in this space being for analysis, whole of life costing and optimisation reporting.
- Proven ability to meet deadlines and work well under pressure.
- Demonstrated general administrative experience with Microsoft Office (intermediate competency level).

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	