

Position Description

Coordinator Fleet and Operational Delivery Services

Your role:	Coordinator Fleet and Operational Delivery Services
You will report to:	Manager Open Space (409)
Your Directorate:	Open Space
Your Salary Level:	General Officer Level 5
Special Conditions:	Subject to medical and police clearance

Position Overview

Provide leadership and supervision to a team of operational delivery support service staff based at Council's Southern Operations Depot (Heathfield). The role will require you to develop and implement procedures to efficiently delivery of a variety of operational support services which including coordinating Council's vehicle workshop functions, maintaining workplace health and safety (WHS) compliance within Council's operational facilities, overseeing council's operational customer engagement requirements, procurement of operational materials and resources. You will be required to coordinate and implement actions to maintain council's plant and fleet requirements including procurement, scheduled maintenance and disposal of assets.

The incumbent will work co-operatively and collaboratively with other employees across the organisation to coordinate the procurement and ongoing maintenance of Council's plant and fleet requirements. This position works within a dynamic, service focussed environment, with ongoing changes. You will be required to make informed decisions using your judgement, guided by established policies and procedures, while keeping the director's expectations in mind.

About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes in community and development services. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Available	we make it easy for our customers and colleagues to reach us
Helpful	we are approachable and always willing to assist our customers and each other
Empathic	we share our knowledge and commit to dealing with our customer queries responsibly
Responsive	we are responsive to the needs and requests of our colleagues and customers. We keep them informed at all times so they know what to expect from us
Reliable	we are honest, accurate and consistent in all that we do

Your Stakeholders

Internal	Elected Members, Directors, Managers, and other employees across the organisation in particular Operations staff and Customer Service
External	Customers, residents, contractors, consultants, sporting bodies, community groups, other government agencies, service providers, authorities (State and Federal) and other Councils

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

Position Responsibilities

- Coordinate the procurement of Council's heavy plant and light vehicles renewal programs. Including preparation of tender specification documentation, lead tender evaluation processes in line with Council Procurement Policy. Engagement of suppliers and monitoring depot and plant and fleet budgetary allocations. Prepare contracts and oversee customised vehicle builds with contracted suppliers.
- Implement procedures to ensure Council's plant and fleet is maintained to comply with National Heavy Vehicle regulations and WHS requirements. Proactively coordinate scheduled maintenance of Council's heavy plant and light fleet vehicles.
- Coordinate maintenance requirements of Council EV charging facilities. Oversee council's vehicle fuel supply requirements, monitoring of usage and procurement. Monitor and maintain Council in vehicle tracking software and prepare reporting requirements. Monitor automated plant and vehicle fault alerts and coordinate repair actions as required.
- Develop and maintain a register of Council's light plant assets to implement a renewal programs. Proactively coordinate the maintenance of Council's light plant assets to ensure WHS compliance is maintained.
- Maintain Council's plant and fleet asset register to ensure on boarding and disposal of plant and vehicles is managed in a compliant manner. Develop and maintain operational procedures to suitably manage Council's Plant and Fleet requirements.
- Collaborate with Council's property team to assist in the coordination of depot facility maintenance and asset upgrades. Coordinate depot facility WHS audits and implement recommendations as required.
- Supervise and provide leadership to Operational Delivery Support staff and workshop mechanics. Coordinate Workshop Operations and ensure compliant WHS practices are maintained.
- Oversee delivery of operational stakeholder engagement relating to community waste management (CWMS) services. Coordinate triaging and allocation of operational customer requests to enable subject matter experts to provide timely
- Coordination of operational procurement requirements relating and management of personal protective equipment within council, including invoice receipting requirement for operational functions, coordination of operational material deliveries and implement open and closing procedures at depot facilities.

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Position Criteria

Technical Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrated experience in a supervisory role leading and motivating employees and contractors. • Experience in preparing tender specification documentation, evaluating response submissions, contract execution and contractor management. • Experience in coordinating servicing requirements of specialised heavy plant and fleet. • Comprehensive knowledge of local government operational functions. • Experience in utilising modern asset and fleet management programs. • Working knowledge and experience in maintaining WHS standards within operational setting. • Comprehensive knowledge of storage of chemicals. • Ability to manage budgets across various disciplines • Knowledge of procurement and quality assurance documentation. • Demonstrated high level organisational skills and initiative including experience in work planning, prioritising to meet deadlines, often with competing demands in a complex administrative environment. • Highly developed verbal and written communication skills including report writing and drafting briefings and presentations. • Ability to use business software at an advanced level. • Manage time, plan and prioritise projects and tasks and organise work to meet deadlines 	Essential
	<ul style="list-style-type: none"> • Experience in office administration and provision of customer service with Local Government setting. • Ability to discreetly deal with confidential information 	Desirable
Collaboration and Communication	<ul style="list-style-type: none"> • Experience, internal comms, understanding of alignment of Council's core values. 	Essential
Qualifications	<ul style="list-style-type: none"> • Qualifications in automotive maintenance or equivalent relevant experience. 	Essential
Customer Service	<ul style="list-style-type: none"> • Demonstrated achievement in and enthusiasm for the provision of high-quality customer service. • Demonstrated ability to liaise with staff at all levels of the organisation and the public. 	Essential
Government Experience	<ul style="list-style-type: none"> • Experience working in a government environment. • Qualifications in people management / leadership 	Desirable
Corporate Experience	<ul style="list-style-type: none"> • Working knowledge of Office 365 and use of corporate technology • Skilled or experience in financial accounting systems, record keeping and procurement software systems 	Essential
Finance Delegations	<ul style="list-style-type: none"> • \$28,000 	
People Leadership	<ul style="list-style-type: none"> • Responsible for 3 staff 	

Job Requirements Guide

Physical	Essential task Y/N	Frequency				Comment
		C o n s t a n t	F r e q u e n t	O c c a s i o n a l	I n f r e q u e n t	
Standing	Y		X			
Walking	Y		X			
Sitting	Y	X				
Bending /twisting the back	Y				X	
Bending /twisting the neck	Y			X		
Kneeling/squatting/ crouching	Y			X		
Climbing e.g. stairs/steps/ladders	Y				X	
Reaching forward /sideways >30 cm	Y			X		
Working with hands above shoulder height	Y			X		
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y		X			
Pushing/pulling/dragging	Y			X		
Gripping/grabbing	Y			X		
Fine hand coordination	N					
Holding/supporting any object or person	N					

Environmental						
Work in an indoor/outdoor environment	Y	X				
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y		X			
Exposure to noise	Y		X			
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	Y			X		
Exposure to fumes/dust	Y		X			
Managing security/private information	Y			X		

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y		X			
Dealing with highly emotional/ conflict situations	Y				X	
Dealing with difficult/complex negotiation of a personal nature	Y				X	
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	N					
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				