



FLEET DESIGN AND DELIVERY OFFICER

Position Number: Generic Level: 5

ANZSCO: 511112

JOB DESCRIPTION FORM

THE ROLE

Contributes to the cost effective and timely delivery of Department of Fire and Emergency Services highly specialised, fleet and equipment replacement programs.

Participates in planning procurement strategies and manage discrete programs of works involving multiple projects of varying complexity and multiple suppliers.

Manages assigned projects from funding approval to delivery (including final hand over to end users). Provides technical consultancy to develop and maintain fleet specifications.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

Corporate Services
Asset Management
Asset Design & Fleet Delivery

THIS ROLE REPORTS TO

Manager Fleet Development (006844) Level: 7
Or
Operational Research and Development Coordinator (Various) Level: 6

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION: O'Connor

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

Some after hours and weekend work may be required and appropriate allowances apply, you may also be required to undertake intrastate travel (by air and/or road).

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Fleet Build Planning and Management

- Participates in planning delivery of the annual emergency fleet replacement program.
- Liaises with suppliers and manufacturers to develop agreed schedules for the delivery of an assigned program of works for new vehicle builds and refurbishment projects.
- Monitors individual build projects for compliance with specifications and agreed schedules. Address areas of non-compliance directly with suppliers and instigates escalation procedures for ongoing contractual non-conformance issues.
- Provides regular reports on the status of all projects managed within an assigned program of works.
- Co-ordinates commissioning of completed assets, finalises project records and liaise with stakeholders to arrange fleet delivery and handover. Provides end user instruction in relation to fleet operation and its associated equipment.
- Provides maintenance and repair providers with a comprehensive overview of fleet and equipment to enhance future maintenance and repair outcomes.

Technical Consultancy

- Develops and maintains technical specifications to a standard capable of supporting effective procurement and quality assurance of fleet and equipment.
- Prepares tender documents and participates in the evaluation of tender responses.
- Undertakes research and development and prepare reports as required.
- Participates in asset design projects and provides technical and policy compliance advice regarding fleet and equipment as required.
- Assists and advises suppliers regarding resolution of technical issues associated with asset design specifications.

Other

- Monitors trends and technological advancements in relation to fleet within the emergency services industry.
- Monitors changes to vehicle industry regulations and standards.
- Surveys end users regarding the quality of emergency service fleet and their key components and reviews feedback and recommends design improvements or training interventions where appropriate.
- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

| Behaviour | Descriptor |
|-------------------------------------|---|
| Lead collectively | Seek and build key relationships, work together and focus on the greater good. |
| Think through complexity | Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks. |
| Dynamically sense the environment | Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes. |
| Deliver on high leverage areas | Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges. |
| Build capability | Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion. |
| Embody the spirit of public service | Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good. |
| Lead adaptively | Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts. |

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. A relevant engineering and/or motor trade qualification.
2. Possession of a current Heavy Rigid (HR) driver's licence for the duration of employment.
3. Demonstrated communication and interpersonal skills.
4. Proven ability to plan, implement and monitor projects and programs of work.
5. Demonstrated knowledge of Australian Design Rules and other standards, relative to heavy vehicle manufacture.
6. Demonstrated analytical and problem-solving skills.

DESIRABLE

1. Possession or progress towards a Project or Asset Management qualification recognised by AIPM or AMCA.
2. Membership in the Australian Institute of Project Management (AIPM) or the Asset Management Council of Australia (AMCA).

CERTIFICATION

| Version | Description | Approval Date | Registered Date | Registered by |
|---------|--------------------------|------------------|------------------|----------------------|
| Vs 1 | Created and classified | 24 October 1996 | 24 October 1996 | HR Consultant |
| Vs 2 | JDF update | 15 December 2008 | 15 December 2008 | HR Consultant |
| Vs 3 | JDF update | 20 July 2017 | 20 July 2017 | HR Consultant |
| Vs 4 | JDF update | 2 July 2018 | 2 July 2018 | Kate Williams-Coomer |
| Vs 5 | JDF update | 6 September 2021 | 6 September 2021 | Andrea Dawson |
| Vs 6 | JDF template update only | 27 March 2023 | 27 March 2023 | Andrea Dawson |
| Vs 7 | Qualification update | 25 November 2024 | 25 November 2024 | Andrea Dawson |
| Vs 8 | Reporting line update | 30 June 2025 | 4 July 2025 | Andrea Dawson |
| Vs 9 | Leadership Behaviours | 14 August 2025 | 14 August 2025 | Jeneen Zoutman |