



# Fleet Management Officer

**Branch:** Procurement Systems and Fleet  
**Directorate:** Finance and Procurement Services  
**Position Number:** 00014885  
**Classification:** Level 3  
**Physical Location:** Perth (William Street)  
**Award/Agreement:** Public Service Award □ Public Sector CSA Agreement 2024

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**,  
we get things done.



Looking after **ourselves**  
and supporting **others**.



Always open to  
**possibilities**.



Taking ownership,  
we **deliver**.

## Overview of the directorate

The Finance and Procurement Services Directorate provides the Department of Transport (DoT) with:

- Forward-looking analysis of Department of Transport priorities and opportunities to promote investment decision-making which is in the public interest.
- Coordinated corporate resource allocation and financial performance, management of the budget process and key linkages with Department of Treasury, financial and risk evaluation of resource proposals and positioning of Transport's balance sheet, operating costs and cost recovery framework.
- Strategic coordination of procurement, fleet, lease management services and related policy advice.
- The financial governance framework of Transport, administration of financial accounting systems and information including processing of transactions, asset accounting, development accounting policy and process, assessment of indirect tax compliance and production of external financial reports.

## Overall purpose of the role

The Fleet Management Officer provides support in the coordination of the acquisition and disposal of vehicles in accordance with State Fleet and Departmental policies and guidelines.

Assists and provides support with the Government Vehicle Scheme (GVS), the Senior Officers Vehicle Scheme (SOVs), home garaging, replacement requests and log books.

Liaises with a range of stakeholders on matters pertaining to the Department's vehicles, including the maintenance of information databases.

## Work description

### FLEET MANAGEMENT

- Provides support in the coordination of the acquisition and disposal of vehicles in accordance with State Fleet and Departmental policies and guidelines.
- Assists and provides support with the Government Vehicle Scheme (GVS), the Senior Officers Vehicle Scheme (SOVs), home garaging, replacement requests and log books.
- Liaises with State Fleet (Department of Finance) and the Senior Fleet Management Officer regarding all matters pertaining to the Department's vehicles, including the maintenance of information databases.
- Liaises with and provides advice to vehicle custodians with respect to maintaining service schedules.
- Responsible for ensuring the maintenance of vehicles are undertaken in accordance with Departmental guidelines.
- Coordinates, monitors and processes replacement of vehicles.
- Liaises with a range of stakeholders in relation to the availability of replacement vehicles.
- Performs random audits to ensure compliance with established policies and procedures.
- Manages identification of drivers and administers and processes all vehicle traffic and parking infringements.
- Undertakes and completes inductions for those participants that have access to the Government Vehicle Scheme and Senior Officers Vehicle Scheme.
- Verifies, reviews, reconciles and processes fleet management and lease accounts for invoicing and payment.
- Assists cost centre managers, custodians and drivers with regard to the provision of costings and other data that will assist in their responsibilities, including insurance matters and other repair needs.
- Verifies, checks and analyses vehicle information and investigates strategies to reduce vehicle fleet costs and environmental issues.
- Coordinates the transfer of vehicles to and from other Agencies, change of vehicle registration plates and annual vehicle fleet stocktake.
- Initiates and prepares various fleet reports as required.

**BOOKING MANAGER**

- Performs the role of system administrator with regard to systems updates, enhancements and maintenance of vehicle data contained in the Booking Manager system.
- Researches and makes recommendations regarding Departmental vehicles and undertakes a range of projects as requested.
- Attends to various incident report forms and coordinates all RiskCover documentation for vehicle accidents.
- Undertake other duties as required.

**Work related requirements**

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

**Criteria:****Essential:**

1. Relevant experience working within a large fleet management environment within a diverse and complex organization.
2. Verbal, written and interpersonal communication skills, including the ability to liaise, negotiate and interact with a variety of internal and external stakeholders.
3. Analytical, research and investigative skills, including the ability to resolve problems.
4. Proven ability to plan, priorities and organize workloads to meet agreed timeframes.
5. Proven ability to work autonomously but also as a member of a multidisciplinary team in contributing to the achievement of Branch goals.

**Desirable:**

1. Motor Vehicle Trade Qualifications, Automotive Trade Certificate, or equivalent relevant experience.
2. Experience in using computer programs including Microsoft Office Suite.

## Reporting relationships

Manager Procurement Systems and Fleet, Level 7



Team Leader Fleet Management, Level 5



**This Position**



Nil

## Allowances/Special conditions

1. Current WA C Class drivers' licence.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Chief People Officer**  
**People and Culture**