



## Job Description Fleet Management Coordinator Level 3

**Position Number** 10002690

**Division** Corporate Services

**Branch** Facilities

**Location** Leederville

**FTE** 1.0

**Agreement/Award** *Government Officers Salaries, Allowances and Conditions Award 1989*  
Public Sector CSA Agreement 2024 or as replaced

**Leadership context**

[Personal Leadership](#)

**Reporting Relationships**

*Reports to:*  
Project and Contracts Manager, Level 5

*Direct Reports:* Nil

*Indirect Reports:* Nil

### Key Role Statement

The Fleet Management Coordinator is responsible for coordination and oversight of the college's vehicles and related assets, as well as undertaking facilities related administrative duties as required.

### Key Responsibilities

- Coordinates the management of NMTAFE's vehicle fleet in accordance with WA Government and NMTAFE Fleet Policy and Guidelines
- Manages the coordination of the maintenance, repair, replacement and return of vehicles.
- Develops and maintains relevant fleet management policies and procedures.
- Reviews and coordinates the payment of accounts relating to the fleet.
- Develops reports on vehicle costs, utilisation and other relevant fleet matters making recommendations on vehicle rotations to manage usage.
- Manages vehicle registrations, servicing, repairs, usage logs, fleet book system and other relevant fleet issues.
- Manages and oversees safety compliance and insurance claims.
- Undertakes a range of procurement processes, contact supervision in the management of fleet.
- Provides reports, analysis and budget advice within the prescribed framework and: is timely, is accurate, is comprehensive and identifies risks and recommends action.
- Consults with Department of Finance and other internal and external stakeholders regarding fleet management.
- Provides advice to Senior Management on fleet management issues including fleet selection, lease terms and utilisation.
- Coordinates and Implements fleet related projects and initiatives.
- Maintains documentation for audit such as custodians, home garaging and business and private usage.
- Provides support to internal staff on Fleet Management requirements.

- Provides administrative support to the Facilities directorate, including policy reviews, record keeping, and project document updates.
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, NM TAFE Code of Conduct and NM TAFE Values.
- Undertakes other duties as directed.

### Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

### Our Culture

A Caring Culture is created through the decisions we make, the behaviours we model, and the standards we uphold. We embody the spirit of the public service by acting in the public good, building relationships based on trust, and working in culturally informed ways. At NMTAFE, caring means supporting one another, valuing inclusion, and staying connected to the purpose behind our work.

### Our Leadership Expectations

We believe everyone is a leader, whether leading a team, a technical function, or leading themselves. Our people embrace the expected mindsets and behaviours in [Building Leadership Impact](#). We support growth in ways that suit development goals, whether that means excelling in your current role or progressing your career.

### Selection Criteria

#### Essential

|   |  |
|---|--|
| 1 | Demonstrated high level understanding of Fleet management government policy and procedures with the ability to establish tasks, timeframes, provide advice and be flexible in managing competing priorities.       |
| 2 | Well-developed communication and interpersonal skills with the ability to communicate clearly and in writing whilst maintaining respectful and productive relationships with team members, colleagues and clients. |
| 3 | Demonstrated conceptual, analytical and problem-solving skills with the ability to provide advice and evidence-based recommendations to mitigate problems.   |
| 4 | High level of computer skills, including the use of a fleet management system, vehicle telematics and ability to create reports.   |
| 5 | Possession of a current Western Australian "C" Class Drivers Licence.  |

#### Other Requirements

- May be required to work from any College campus.

### Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

#### Business Area Director

Name  
Date

#### Delegated Authority

Name Chris Dark  
Date 29 May 2026