

JOB ROLE STATEMENT

LIGHT VEHICLE FLEET CO-ORDINATOR LEVEL 4

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
SUPPLY AND TRANSPORT

POSITION NO P0060205

KEY RESPONSIBILITIES

Co-ordinate the provision of a light vehicle fleet consistent with a commercial 'best practice' approach to meet Main Roads operational needs.

KEY DELIVERIES

Fleet Co-ordination

- Co-ordinate the provision of a cost effective light vehicle fleet in accordance with the Western Australian Government Fleet Policy and Guidelines.
- Co-ordinate the light vehicle fleet pool.
- Co-ordinate the procurement, maintenance, repair, replacement and return of vehicles.
- Contribute to the development and implementation of policies and procedures to ensure that the fleet appropriately reflects corporate directions and priorities.
- Co-ordinate the implementation of projects and initiatives to improve the commercial, environmental and safety performance of the fleet, including:
 - use of telematics solutions
 - trial and uptake of electronic vehicles
 - electronic booking systems
- Provide consultative and advisory support to Senior Management on fleet management issues including fleet size, vehicle selection, accessories and lease terms.
- Monitor and co-ordinate the utilisation, distribution, rotation and fit-for purpose suitability of vehicles throughout Main Roads.
- Maintain fleet performance indicators and report on outcomes.

Fleet Management System, Financial and Reporting

- Facilitate and implement improvements to Main Roads' Fleet Management System.
- Co-ordinate the payment of accounts relating to the fleet.
- Calculate and distribute vehicle Fringe Benefits Tax liabilities for Main Roads and employees.
- Manage and maintain appropriate insurance cover for the fleet.
- Prepare reports on vehicle costs, utilisation, and other relevant fleet matters.

Leasing Contract Co-ordination

- Co-ordinate Main Roads contract with fleet provider and lease manager.
- Co-ordinate fleet support contracts including vehicle cleaning and detailing.
- Co-ordinate vehicle registrations, safety compliance and insurance claims management.

Supervision

- Supervise assigned resources to meet agreed budget and performance levels.

Stakeholder Relationships

- Consult and liaise with the Department of Finance (DoF) and other internal and external stakeholders to identify service requirements and effect improvements in fleet management.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**
MANAGER CORPORATE PROCUREMENT

LEVEL 8

POSITION NO
P0052073

LIGHT VEHICLE FLEET CO-ORDINATOR LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Vehicle Pool Attendant	LEVEL 1	Salaried, Wages	1
TOTAL			1

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Sound skill, knowledge and experience in:
 - light vehicle fleet management in a large organisation
 - using a computerised fleet management system for monitoring, maintenance, repair and reporting purposes
 - building and enhancing stakeholder relationships
 - implementing policies, systems and procedures
 - research, analysis and problem solving
- Knowledge of:
 - vehicle telematics and use
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:

- A Certificate or Diploma in Fleet Management.

CERTIFICATION

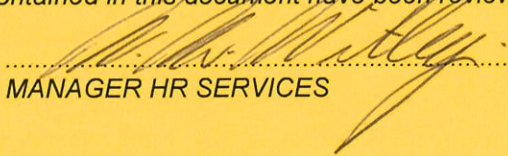
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 5/1/2021
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 05/01/2021
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 5/1/21
MANAGER HR SERVICES