



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Title:</b>	<b>Fuel &amp; Fleet Officer</b>
<b>Instrument:</b>	<i>Torres Strait Island Regional Council Certified Agreement 2021</i>
<b>Stream:</b>	Administrative, Technical, Community Service, Supervisory and Managerial (other than Indigenous Councils) Group (Level 3, Wage Level 9-10) - \$60,424 - \$62,034 per annum
<b>Status:</b>	Fixed Term, Full Time
<b>Department:</b>	Corporate Services (Fuel & Fleet)
<b>Reports to:</b>	Manager Fuel and Fleet
<b>Location:</b>	Any TSIRC Division or Office

### WHAT YOU NEED TO KNOW ABOUT APPLYING FOR THE POSITION

***Applications close Friday, 3 May 2024***

To apply for this role: Please apply directly to: <http://www.tsirc.qld.gov.au/> and click "Work for Us" and then "Vacancies". Click on the interested position and follow the prompts.

Please submit:

- *A cover letter no more than two (2) pages and an updated resume.*
- *Address in your cover letter how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.*

*Applicants who do not address these requirements will not be considered for shortlisting.*

## KEY RESPONSIBILITIES

- Assist in the identification of existing fleet and fuel related processes and systems and with the development and implementation of new systems as deemed appropriate.
- Provide support and input into Fleet & Fuel equipment and methodologies.
- Assist with the process of all Fleet & Fuel acquisition and maintenance purchase requests, including with procurement in accordance with Council purchasing policy and relevant legislation and report on any related discrepancies.
- In conjunction with the Manager Fuel & Fleet, assist in the coordination of Council's Fleet function. This ensures repairs, maintenance, sourcing and relocation of plant and fleet is efficiently and effectively organised.
- Assist in compiling supporting workpapers with the forward planning and preparation of all Fleet and Fuel related budget submissions.
- Offer guidance and contribute insights regarding Fleet equipment and procedures.
- Collaborate with councils maintenance contractors to streamline and oversee the councils Fleet operations, ensuring efficient and effective coordination of repairs, maintenance, equipment sourcing, and repairs.
- Undertake work considering occupational health and safety, environmental and quality assurance principles as well as financial considerations in the supplier decision making process.
- Assist with purchase requisition goods receipting and invoice payment for the Council as required.

## KEY TASKS

- Supporting the Manager Fuel & Fleet by ensuring records in respect of purchasing and disposal of Fleet maintenance and Capital acquisitions are fully maintained in accordance with Council policy.
- Assist with the determination of supply sources and provide relevant information to Manager Fuel & Fleet to assist with the negotiation for purchase and supply of goods and services.
- Prepare and input Fleet related purchase orders in accordance with purchasing and approval procedures in an accurate and timely manner when requested.
- Ensure appropriate coding of all purchase requisitions when requested.
- Monitor outstanding purchase orders on a weekly basis as requested.
- Source and gain quotes on requested items when required.
- Assist the Manager Fuel & Fleet in attending to and resolution of Fleet queries/complaints from suppliers including divisions and Councils departments.
- Effective daily communication with the Council staff to track, record and achieve efficient services within the Council area of operation.
- In collaboration with the Fuel and Fleet designated maintenance contractor's develop supply maintenance schedules to ensure TSIRC's equipment receive efficient and timely repairs and maintenance.
- Assist with the development, maintenance and reporting monthly to the Manager Fuel and Fleet of;
  - Fleet, Portable and Attractive plant asset register
  - Divisional report encompassing plant utilisation, downtime, age, and plant hire.

- A vehicle renewal program.
- Fleet budget, including the interdepartmental charges for hire, and repairs.
- Assist with the recording and maintenance of an up-to-date photo library of vehicle conditions.
- Ensure all relevant fleet and plant information is captured and maintained current within Council's business systems (Tech One and ECM)
- Provide assistance and input into capital acquisition planning and delivery, methodology, procurement and purchasing and maintenance for Fleet related works and projects.

### **General**

- Participate in Fuel and Fleet related projects and perform any other duties as required in relation to these tasks where this does not conflict with the key tasks.
- Ensure safe work practices and a safe work environment is always maintained directly and any with contractors designated to provide services to TSIRC operations.
- Comply with TSIRC health and safety policies and procedures.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support and training assistance.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

## **SKILLS / QUALIFICATIONS**

### **Essential:**

- Ideally the position holder will possess a qualification in a relevant field such as plant and fleet management, vehicle maintenance, project management, logistics, business administration, fuel or transport.
- A minimum of 5 years' experience in a relevant field would be well regarded.
- Relevant knowledge and experience in the Mechanical and Plant Machinery.
- Well-developed written communication skills and technical skill with computer systems.
- A current (open and unrestricted) Queensland Driver's Licence.

### **Desirable:**

- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- Previous experience in local government procurement, and or knowledge of the local government procurement policy framework.
- Medium Rigid QLD Drivers licence

## **OTHER CONDITIONS / REQUIREMENTS**

Occasional travel to the Torres Strait Islands is a requirement of this position.

The preferred applicant may be required to apply for a National Police Certificate before appointment.

TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.

The employee shall comply with relevant WHS legislation, Codes of Practice and Council's Workplace Health and Safety Management System. Specifically, the employee shall be aware of, and comply with, WHS Responsibility Statement relevant to the position.

Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.

The position may involve and is not limited to the following physical capabilities: a) possible use of hand-held power tools, b) lifting, c) kneeling, d) sitting, e) squatting, f) bending, g) reaching, h) repetitive movements and i) exposure to working at heights and confined spaces.

The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:

- a. workplace health and safety
- b. anti-discrimination
- c. equal employment opportunity
- d. confidentiality
- e. local government principles
- f. Ailan Kastom
- g. The Council visions and values listed below

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>We show care for people and look out for each other.</li> <li>We speak up and support others to be safe and healthy.</li> <li>We respectfully address behaviours that conflict with Council's values.</li> <li>We create positive unity within our organisation, our communities and our region.</li> </ul>	
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>We respect and recognise Ailan Kastom.</li> <li>We are open and collaborative, valuing clear community engagement.</li> <li>We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>	
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>We are reliable, honest and ethical in all we do.</li> </ul>	
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>We encourage, value and reward creative thinking.</li> <li>We respect and explore different ideas and perspectives.</li> <li>We embrace change and actively promote Council's vision.</li> </ul>	
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>We think globally, act regionally.</li> <li>We empower our people and communities; embracing local opportunity and participation.</li> </ul>	