



POSITION DESCRIPTION

Position Title	Fleet Coordinator		
Location	Darwin	Department	Technical Services
Position Level	Level 8	Work Group	Technical Services
Position Type	Permanent / Full time	Approval Date	9 December 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

The Fleet Coordinator is responsible for the West Arnhem Regional Council's fleet operations, delivering capital acquisitions, budget application, repairs, preventative maintenance and overall fleet performance management to meet and sustain Council fleet objectives.

Key Duties and Responsibilities

1. Contribute to the development and implementation of the West Arnhem Regional Council Strategic Fleet Plan including research and recommendation for best fleet practices, industry trend innovation and fit-for-purpose acquisitions for a sustainable organisational fleet.
2. Assist in framework development to manage the execution of the West Arnhem Regional Council Strategic Fleet Plan including a replacement program that will provide efficient management of Council's major and minor plant, and light and heavy vehicles fleet.
3. Maintain, coordinate and administer programs, activities and budgets for fleet, including preparation of budgets, maintenance and service schedules, registration and compliance of fleet, effective acquisition, maintenance, utilisation and disposal of plant and equipment.
4. Identify fleet business opportunities to maximise fleet return.
5. Monitor and manage whole-of-life costs to ensure cost effective fleet management.
6. Manage Darwin pool car usage via online booking system.
7. Manage light vehicle fleet fuel supply and usage.
8. Coordinate maintenance plans for community fleet and equipment to include regular pre-approved visits to Council community workshops to consult with staff.
9. Liaise with suppliers, Council Service Managers, mechanics and other Council staff as required concerning fleet repairs, maintenance, parts and associated logistical requirements.
10. Maintain accurate records pertaining to maintenance, acquisitions, disposals, repairs, warranty and insurance claims.
11. Accurately record and report all incidents involving damage to vehicles, plant and equipment.
12. Contribute to the development of a fit-for-purpose fleet specification database to provide accurate reporting on current specifications of all plant and vehicles.
13. Manage individual performances and behaviour in a timely manner and in accordance with Council's policies and procedures.
14. Maintain stock control systems.
15. Manage Fleet Unit operation within budget.
16. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Manager Technical Services which are within the employee's skills, competence and training.

Essential Criteria

1. Previous experience in the fleet management of heavy trucks, earth moving equipment, light vehicles, garden mowers and fixed plant, including pumps and pipe works.
2. Previous experience in plant and equipment asset management and preventative maintenance applications.
3. Developed communication skills of a level to effectively and patiently communicate with Indigenous people and other internal and external stakeholders.
4. Proven experience in working independently and as part of a team.
5. Strong numeracy skills, attention to detail and accuracy.
6. Proven competency in the use of information technology and Microsoft Office applications, especially Excel.
7. Demonstrable ability to communicate financial concepts and solutions and prepare a range of project-related reports to internal and external stakeholders.
8. Organised approach to work and demonstrated ability to prioritise and meet deadlines.
9. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
10. Qualifications / licences:
 - c. Current C Class Drivers licence, at a minimum

Desirable Criteria

1. Certificate in Fleet Management.
2. Experience in Local Government.

Organisational Relationships & Further Information

Reports to	Manager Technical Services	Supervises	Mechanics
Internal liaising	Other managers All staff	External liaising	Community organisation representatives, Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.