POSITION DESCRIPTION

Position Title

Plant and Fleet Technical Coordinator – Technical / Inspectorial

Award Classification

Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.

Date Reviewed

5 October 2026

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership
We lead by example through our behaviours and approach to work. We are a proactive advocate for the community and engage with the community in determining and driving a vision for Dorset.

Creative Thinking
We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service
We meet our service standards in a professional and responsive manner.

Engagement
We communicate openly and encourage the active participation of the community.

Respect
We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility
We deliver services to the community in a sustainable and strategic cost-effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Maintain the efficient and effective operation of Council's plant and equipment fleet.
- Manage the fleet to achieve cost-effective procurement, replacement and disposal.
- Ensure the effective asset management of Council's fleet.
- Develop draft fleet budgets and replacement programs to inform financial and asset management decisions.
- Provide technical advice and support on fleet matters.

Key Responsibilities and Performance Requirements

Fleet Management

- Coordinate Council's fleet function to support the safe, reliable and cost-effective availability of plant, vehicles and equipment.
- Establish and maintain preventative maintenance, servicing and inspection programs for Council's fleet.
- Assess maintenance and repair requirements and coordinate internal and external resources to meet operational needs.

Asset Management and Replacement

- Maintain accurate fleet asset information, including condition, utilisation, maintenance history and replacement requirements.
- Develop and maintain Council's forward fleet replacement program based on condition, utilisation, operational requirements and whole-of-life cost.
- Develop specifications, assess submissions and provide technical recommendations for the procurement, replacement and disposal of fleet assets.

Financial and Procurement

- Develop draft annual fleet budgets to inform financial planning and decision-making.
- Monitor fleet expenditure and provide advice to the Director Infrastructure on current and forecast financial requirements.
- Coordinate procurement, service contracts and inventory requirements in accordance with Council's procurement framework and delegated authority.
- Monitor the storage, availability and supply of petrol, diesel and AdBlue to support Council's operational requirements.

Technical and Operational Support

- Provide specialist technical advice to management and employees on fleet matters.
- Identify fleet practices that present safety, reliability or operational concerns and provide appropriate advice or escalation.
- Undertake technical maintenance, repair and fabrication work within the position's qualifications and technical competence where operationally required.
- Monitor and coordinate depot operational requirements, including truck wash usage, pressure cleaner fuel, depot maintenance and the timely emptying of the sullage catchment tank, working with supervisors as required.

Planning, Reporting and Organisational Responsibilities

- Establish priorities and coordinate fleet activities to meet Council's operational requirements.
- Provide regular advice and reporting to the Director Infrastructure on fleet availability, condition, maintenance, replacement, expenditure and emerging risks.

Key Responsibilities and Performance Requirements

- Contribute technical expertise to Works and Infrastructure planning, asset management projects and relevant operational forums.

Other

- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Take personal responsibility for professional development by actively seeking opportunities for professional growth and continuous learning;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;
- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same;
- Other duties as reasonably directed by the Director that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

Organisational Relationships

Reports To

- Director Infrastructure

Internal Liaisons

- Management Team
- Infrastructure Team
- Fleet users
- Management Accountant
- Council Staff

External Liaisons

- Suppliers
- Contractors
- Consultants
- Industry Groups

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Plant and Fleet Technical Coordinator.
- Accountable to the Director of Infrastructure regarding the performance of duties.

Skills and Knowledge

Essential

- Strong technical knowledge of the maintenance, repair, fault diagnosis and operation of heavy plant, vehicles and mechanical equipment.
- Demonstrated ability to assess technical requirements, develop specifications and provide practical and well-reasoned technical recommendations.
- Demonstrated experience in budgeting, procurement and expenditure monitoring.
- Strong computer literacy, including demonstrated knowledge and use of document management, asset management and corporate information systems.

Desirable

- Knowledge of contemporary plant and fleet management practices, including utilisation, lifecycle costing and fleet optimisation.
- Knowledge of contract administration, contractor management practices and whole-of-life costing for plant and fleet assets.
- Sound knowledge of preventative maintenance and plant and fleet asset management principles, including condition assessment, lifecycle planning and replacement requirements.
- Working knowledge of local government operations and asset management practices.

Qualifications and Licences

Essential

- Certificate III in Engineering – Mechanical Trade, or an equivalent mechanical trade qualification relevant to the position.
- Current Heavy Rigid (HR) Driver Licences.
- Current Forklift High Risk Work Licences.
- Current White Card (Construction Induction).

Desirable (or ability to obtain)

- Additional plant and equipment licences or competency certifications relevant to Council operations.
- Qualification or formal training in asset, fleet or maintenance management.
- Qualification or formal training in procurement, contract or project management.
- Current First Aid Certificate.

Personal Attributes

- Demonstrates initiative, accountability and sound judgement in the management of plant and fleet matters.
- Organised and methodical, with the ability to establish priorities and respond effectively to changing operational requirements.
- Practical and solutions-focused, with strong attention to safety, quality and cost.
- Communicates effectively and builds constructive working relationships with employees, management, contractors and suppliers.

I, _____ *(name)* have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____