

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Fleet Administration Officer	<b>Designation and Classification Level</b>	RGRC Level 5
<b>Position No</b>	2119	<b>Division</b>	Infrastructure Services & Planning
<b>Business Unit</b>	Workshop	<b>Reports To</b>	Workshop Coordinator
<b>Location</b>	Katherine	<b>Date Created</b>	February 2026
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	The Fleet Administration Officer provides high- level administrative, purchasing and operational support to Council's Workshop and Fleet operations. The role ensures effective coordination of fleet maintenance activities, parts ordering, inventory control and compliance with Council policies to minimise fleet downtime and support organisational sustainability.		
3. KEY RESPONSIBILITIES			
<p><b>Workshop and Fleet Operational Support</b></p> <ul style="list-style-type: none"> <li>• Provide a high standard of administrative support to the day-to-day operations of the Workshop business unit in a timely and efficient manner.</li> <li>• Act as the first point of contact for all Workshop enquiries, responding professionally to Council staff, external organisations, and members of the public.</li> <li>• Support Workshop operations by coordinating jobs, tracking work progress, and assisting with scheduling to minimise fleet and plant downtime.</li> <li>• Administer daily workshop activities including fleet registrations and renewals, odometer monitoring, stock control, inventory management, fuel card administration, and report preparation.</li> <li>• Manage purchasing and logistical requirements for workshop activities, including raising job orders, purchase orders, amendments, receipting, invoicing, and record keeping.</li> <li>• Maintain accurate and compliant records relating to vehicle maintenance, assets, job cards, and stock control systems.</li> <li>• Enter job card information into relevant systems and generate invoices for internal and external clients.</li> <li>• Assist with the preparation of technical reports, correspondence, and operational documentation as required.</li> <li>• Undertake travel to remote communities to support fleet operations, reporting, and administrative requirements as needed.</li> <li>• Maintain accurate and up-to-date fleet and workshop records across all relevant systems, ensuring data integrity and audit readiness.</li> <li>• Update, maintain and reconcile the fleet and plant asset register, ensuring accuracy of asset details including location, condition, utilisation, maintenance history and lifecycle status.</li> <li>• Deliver and collect Council vehicles and plant to and from approved third-party repairers, service providers and suppliers as required, ensuring appropriate documentation, handover records and compliance with WHS, insurance and Council policies.</li> <li>• Perform other reasonable duties within the scope of the position as directed by the Supervisor or Manager.</li> </ul> <p><b>Parts Ordering, Stores and Inventory Support</b></p> <ul style="list-style-type: none"> <li>• Identify, source and order vehicle, plant and equipment parts, fluids, tyres and consumables required for workshop operations.</li> <li>• Raise purchase orders in accordance with Council procurement policies and delegated authority requirements.</li> <li>• Receive, inspect and process parts deliveries, ensuring accuracy of quantities, quality of goods and compliance with purchase documentation.</li> <li>• Issue parts to workshop jobs, accurately allocating costs to the relevant vehicle, plant, asset or work order.</li> <li>• Maintain accurate inventory records within fleet and finance systems, ensuring stock movements are correctly recorded.</li> <li>• Conduct regular and scheduled stocktakes, including reconciliation of physical stock against system records and investigation of discrepancies.</li> <li>• Maintain minimum and maximum stock levels to ensure operational continuity while minimising excess inventory.</li> <li>• Manage returns, warranty claims, credits and supplier discrepancies in a timely and professional manner.</li> <li>• Maintain workshop stores and storage areas to a high standard of organisation, cleanliness and safety.</li> <li>• Assist with development and review of stock control procedures, work instructions and inventory management practices.</li> </ul>			

- Monitor parts usage trends and assist with forecasting future stock requirements.
- Ensure compliance with WHS requirements related to storage, handling and manual lifting of parts and consumables.

#### **Organisational Sustainability**

- Source and purchase parts and supplies from approved and appropriate suppliers.
- Maintain adequate inventory levels to support timely vehicle and plant servicing and repairs.
- Liaise with relevant business units to ensure workshop-related administration, reporting, and correspondence are completed accurately and within required timeframes.
- Contribute to efficient resource management and cost control through accurate record keeping and purchasing practices.

#### **Quality and Continuous Improvement**

- Maintain strict confidentiality of Council, employee, and client information at all times.
- Participate in staff meetings, planning sessions, and feedback processes to support continuous improvement.
- Engage in training programs and professional development opportunities to enhance performance and capability.

#### **Work Health and Safety (WHS)**

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## **4. SELECTION CRITERIA**

### **ESSENTIAL**

1. Relevant tertiary qualification equivalent to a Certificate IV in Business Administration, and/or knowledge and skills gained through on-the job training.
2. Intermediate to Advanced Microsoft Office (Word, Excel, and Outlook) skills and/or training, including experience using computer software systems such as MYOB, WorkshopMate and SharePoint.
3. Well-developed communication skills, both verbal and written, with demonstrated ability to write non-standard correspondence, reports and/or submissions.
4. Excellent interpersonal and customer service skills with demonstrated experience liaising with a wide range of internal and external clients
5. Demonstrated ability work independently with minimal supervision, as well as effectively contribute to a team environment to achieve the objectives of the organisation and position.
6. Well-developed organisational skills, time management and attention to detail.
7. Able to meet the inherent requirements of the position both physically and mentally.
8. Sound knowledge and implementation of Work Health and Safety practices and principles.

### **DESIRABLE**

1. Minimum of two (2) years practical experience in a relevant administration, IT and/or customer service role in a fleet management / workshop environment.
2. Experience in a Local Government environment and knowledge of the Local Government Act.
3. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

### **MANDATORY REQUIREMENTS**

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to

commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.

3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

**TRAVEL REQUIREMENTS**

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

**1. ACKNOWLEDGEMENT**

GENERAL MANAGER	<i>Luke Haddon</i>	Date Approved: <i>1/05/26</i>	Signature: 
Employee Name		Date:	Signature: