



POSITION TITLE	Plant and Fleet Officer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 6
DIRECTORATE	Infrastructure and Development
BUSINESS UNIT	Projects and Assets
REPORTS TO	Team Leader – Operational Asset Management
SUPERVISES	External Contractors
EMPLOYMENT STATUS	Full Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The Infrastructure & Development Directorate manages a diverse portfolio of infrastructure and operational assets that support the delivery of essential Council services. Through strategic asset management, infrastructure planning and operational support, the directorate ensures Council's plant, fleet, buildings, roads, drainage, parks and public spaces remain safe, reliable and fit for purpose while delivering value to the community.



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

The Plant and Fleet Officer plays a key role in ensuring Council's fleet, heavy plant and operational equipment are effectively planned, procured, maintained and renewed throughout their lifecycle. The position contributes to safe, efficient and sustainable service delivery by managing asset performance, supporting operational teams, administering contracts and ensuring compliance with legislative, financial and organisational requirements.

POSITION OBJECTIVES

The Plant and Fleet Officer will oversee the management of plant and fleet assets, including vehicles, machinery, and equipment, within the council. The role will also be responsible for managing contract and lease agreements. This role involves ensuring the efficient operation, renewal and maintenance of all plant and fleet items, coordinating capital purchases and disposals and managing maintenance schedules. Additionally, the Plant and Fleet Officer will be responsible for internal customer service, budget management, adherence to OH&S regulations, and liaising with internal and external stakeholders.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Manage Plant and Fleet Assets**
Manage Council's plant, fleet and operational equipment throughout their lifecycle by maintaining accurate asset information, monitoring utilisation and performance, and coordinating renewal activities to ensure assets remain safe, reliable and fit for operational requirements.
- **Coordinate Maintenance and Compliance**
Coordinate preventative maintenance, servicing, inspections, repairs and statutory compliance activities to maximise asset availability, minimise operational downtime and ensure all vehicles and plant meet legislative, safety and manufacturer requirements.
- **Deliver Fleet Procurement and Renewal**
Lead the procurement, replacement and disposal of plant and fleet assets by preparing specifications, coordinating quotation and tender processes, evaluating submissions and managing commissioning activities to deliver best value and support long-term asset sustainability.
- **Manage Contracts and Contractors**
Administer maintenance, servicing and specialist fleet contracts by monitoring contractor performance, ensuring compliance with contractual and legislative obligations and maintaining productive relationships that support quality service delivery.
- **Monitor Financial Performance**
Contribute to the development and management of operational and capital budgets by monitoring expenditure, forecasting renewal requirements, identifying efficiencies and providing accurate financial reporting to support informed decision making.
- **Maintain Asset Information and Reporting**
Maintain accurate fleet and plant records, asset registers, telematics data and performance information to support operational planning, legislative compliance, financial accountability and evidence-based asset management.
- **Support Operational Service Delivery**
Provide specialist advice and responsive support to internal stakeholders regarding fleet, plant and operational assets to ensure services are delivered efficiently, operational needs are met and asset issues are resolved in a timely manner.
- **Drive Continuous Improvement and Risk Management**
Identify opportunities to improve fleet operations, asset performance, sustainability and service delivery by implementing best practice asset management principles, managing operational risks and contributing to emergency management activities when required.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and

the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Applies sound judgement when prioritising maintenance, procurement and asset renewal activities within approved budgets, policies and operational priorities.
- Analyses operational, technical and financial information to identify practical solutions that optimise fleet performance, reliability and whole-of-life value.
- Resolves routine operational issues independently and escalates complex, high-risk or financially significant matters where appropriate.
- Interprets legislation, technical standards, contract requirements and organisational policies to ensure compliant and effective asset management outcomes.
- Provides informed advice and recommendations that support operational planning, capital investment and continuous service improvement.

- Identifies operational risks and improvement opportunities, implementing practical solutions that enhance safety, compliance and service delivery.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge of plant and fleet lifecycle management, including procurement, maintenance, renewal planning and asset disposal.
- Sound understanding of contract administration, procurement practices and contractor performance management within a local government or comparable environment.
- Ability to utilise asset management systems, telematics, fleet databases and reporting tools to monitor performance and support informed decision making.
- Knowledge of relevant transport legislation, workplace health and safety requirements, procurement principles and associated regulatory obligations.
- Well-developed analytical skills with the ability to interpret operational, financial and asset information to improve service delivery and asset performance.
- Commitment to continuous improvement through the application of contemporary fleet management practices, emerging technologies and sustainable asset management principles.

MANAGEMENT SKILLS

- Effectively plans, organises and prioritises competing operational activities to achieve agreed service outcomes and deadlines.
- Manages contracts, contractor performance and external service providers to ensure quality, compliance and value for money.
- Monitors operational and capital expenditure, contributing to responsible financial management and long-term asset planning.
- Identifies, assesses and manages operational risks while maintaining compliance with legislative, organisational and safety requirements.
- Demonstrates initiative in improving work practices, systems and processes that enhance operational efficiency and customer service.
- Works collaboratively across business units, balancing operational priorities while maintaining a strong focus on service delivery and organisational objectives.

INTERPERSONAL SKILLS

- Builds productive working relationships with employees, contractors, suppliers and external stakeholders to support effective fleet and asset management.
- Communicates clearly and professionally when providing technical advice, coordinating works and resolving operational issues.
- Works collaboratively across Council to achieve shared outcomes while maintaining positive and respectful working relationships.
- Uses well-developed communication and influencing skills to gain cooperation, negotiate practical outcomes and support informed decision making.

INFORMATION TECHNOLOGY SKILLS

- Demonstrates proficiency in Microsoft Office and the ability to effectively utilise fleet, asset management, procurement and financial management systems.
- Maintains accurate electronic records, asset information and operational reports using corporate systems and emerging technologies.

CUSTOMER SERVICE SKILLS

- Delivers responsive, professional and solution-focused customer service to internal and external stakeholders.
- Provides accurate and timely information to support operational decision making and effective service delivery.
- Builds positive working relationships through respectful communication, collaboration and a commitment to understanding customer needs.
- Responds to enquiries and service requests promptly while maintaining accountability and keeping stakeholders informed of progress.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary/trade qualification OR several years of experience in Plant and Fleet management and maintenance, contract management, database management, and/or relevant trade qualification required.
- Experience in the supervision and administration and management of contracts for the provision of goods and services.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Evidence of the right to work in Australia.
- Pre-employment Functional Assessment

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Experience in plant and fleet operations and maintenance, contract management, database management and/or relevant trade qualification as it relates to the position requirements.
2. Experience in the supervision and administration of contracts for the provision of goods and services.
3. Well developed communication and interpersonal skills, with strengths in developing and managing effective working relationships with internal and external stakeholders.
4. Ability to prioritise and organise a busy workload, with high attention to detail given to record keeping, database management and reporting requirements.
5. Genuine interest in working plant and fleet operations and capital renewal with the ability to be an effective member of a small, close-knit, high-performing team.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.	PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Plant and Fleet Officer	Manage Council's plant and fleet assets, maintenance programs, procurement, disposals, contracts and lease agreements.	- Liaison with staff - Liaison with external agencies / stakeholders including the public - Phone use - Computer use - Attend meetings - Handwriting notes - Data entry - Data extraction - Use of multiple council software - Maintenance of registers - Report writing - Document filing	Sitting				X
			Standing		X		
			Walking		X		
			Lifting <10kgs	X			
			Carrying	X			
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending	X			
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching		X		
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions		X		
			Sustained concentration				X
			Major decision making		X		
			Complex problem solving			X	
			Supervision of others				
			Interaction with others	X			X
			Exposure to confrontation		X		
			Respond to change			X	
			Prioritisation				X