

Fleet and Logistics Coordinator

Purpose | Te arotahi mātua

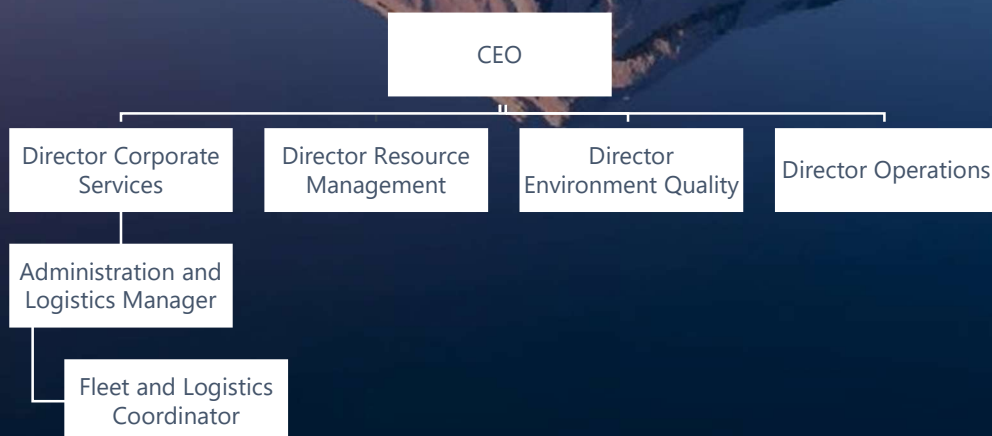
The Fleet and Logistics Coordinator is responsible for working collaboratively and cohesively within the Administration & Logistics team to deliver excellent customer service with efficient and effective vehicle services for the Council. The Fleet and Logistics Coordinator operates operationally, while keeping a strategic lens for efficiencies and planning. The Fleet and Logistics Coordinator works closely with the Administration and Logistics Manager ensuring effective logistics support to the wider Council. This role also provides administrative and reception cover and support.

The Fleet and Logistics Coordinator role ensures Taranaki Regional Council is equipped with a safe and reliable and cost effective fleet with a customer first service approach. TRC's fleet features prominently on the TRC Risk Register and ensuring vehicles are safe and roadworthy is paramount to keeping staff safe. The fleet comprises over 130 vehicles including utes, cars, trailers, quads, motorbikes. The role is directly responsible for WOL (Whole of life) support for the fleet. This includes but is not limited to; budgeting, planning, procuring, fitting out, issuing, monitoring, maintaining and disposal of the fleet. The role also ensures the fleet is being used in the most efficient way possible and works with People Leaders to offer advice on vehicle utilisation opportunities. The role has a close working relationship with HSE to ensure the vehicles are being used in accordance with Health and Safety policies.

Role dimensions | Te ahu mahi

Responsible to:	Administration and Logistics Manager
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region will be required as part of your daily duties
Position grade:	9

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Fleet coordination

- Lead fleet management solutions, covering Whole of Life (WOL) activities, to optimise overall fleet performance with a customer service first approach.
- Prepare annual vehicle replacement schedule in alignment with long-term plan and strategic goals.
- Assist in the preparation and management of the fleet replacement budget ensuring alignment with organisational objectives.
- Research, evaluate and procure vehicles and equipment in accordance with organisational needs and budget constraints.
- Manage fleet support ticket requests through the Council IT service management system, ensuring timely resolution and support for stakeholders.
- Manage and maintain Council fleet systems to ensure real-time, accurate tracking of fleet vehicles and monitoring of key metrics, including mileage, driver behaviour, and maintenance.
- Vendors and Key Suppliers – develop and maintain successful working relationships with preferred vendors and key suppliers to effectively deliver routine maintenance support, maintenance initiatives, competitive pricing and overall fleet operations to ensure minimal disruption to BAU.
- Identify trends, operational inefficiencies and opportunities for cost optimisation by analysing data and reports and liaising with key stakeholders of findings.
- Implement best practices for fleet maintenance and repairs to minimise downtime and maximise vehicle availability.
- Oversee fleet maintenance data to ensure all vehicles remain roadworthy and compliant with legislative regulations, while maintaining accurate and current records of inspections, repairs, and maintenance.
- Coordinate the allocation of vehicles to staff, maintaining clear records of vehicle allocation and availability.
- Collaborate with People Leaders to understand the needs of each role and ensure that staff have the correct vehicles to fulfil their duties.
- Provide provisioning and procurement support for fleet replacements and maintenance, utilising Council finance system for inventory purchases.
- Monitor Council fleet system reports in collaboration with HSE, offering guidance to People Leaders on any areas of concern.
- Manage fuel card account and ensure fuel purchases comply with company policies.
- Facilitate off road running claims and reimbursements.
- Conduct vehicle spot checks and liaise with People Leaders to address any identified concerns.

	<ul style="list-style-type: none"> • Oversee the disposal of vehicles in accordance with Auditor General guidelines regarding disposal of Government Property, and environmental standards. • Ensure services delivery aligns with all Council project management policies and procedures. • Provide advice and assistance for staff on Council fleet systems functionalities to ensure effective use and compliance. • Provide afterhours support when required.
Reception and Administration Support	<p>Provide back-up assistance including:</p> <ul style="list-style-type: none"> • Greet and welcome visitors and direct them as necessary. • Answer phone calls, transfer calls appropriately and take messages as required. • Coordinate mail, couriers, and process receipts for cash and EFTPOS transactions received at reception. • Provide assistance with word processing, document formatting, and preparing reports, mail merges, and tender processes as required. • Organise flower deliveries, catering orders, and stationery orders, including invoicing.
Uniform Management Support	<ul style="list-style-type: none"> • Oversee sizing, ordering, allocation and return of uniforms. • Maintain accurate inventory records of uniform sizes, quantities, and allocations. • Ensure returned items are clean and serviceable, including washing, drying, and proper storage. • Maintain a uniform register to ensure compliance with policies.
Personal Protective Equipment Management Support	<ul style="list-style-type: none"> • Oversee sizing, ordering, allocation and return of personal protective equipment. • Maintain accurate inventory records of Personal Protective Equipment and consumables. • Updating Vault with issued PPE and expiry dated PPE consumables.
Financial Management Support	<ul style="list-style-type: none"> • Group maintenance requests by vendor to reduce call-out fees. • Ensure purchase orders and invoices are correctly coded, authorised, and follow financial procedures. • Ensure timely submission of invoices to the Finance team for processing.
Quality Control and Documentation	<ul style="list-style-type: none"> • Maintain accurate records and documentation for facilities maintenance, fleet management, and administrative tasks. • Ensure adherence to operational procedures and quality standards.
Stakeholder engagement	<ul style="list-style-type: none"> • Foster constructive relationships with a diverse range of external and internal stakeholders to deliver effective and efficient service.

**Special
requirements**

- Must be able to undertake the physical requirements of the role.
- May be required to work with hazardous and toxic materials.
- Any other duties as required by the Administration and Logistics Manager or the Director – Corporate Services.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

Qualifications	<ul style="list-style-type: none">• A Level 2 NCEA qualification is required.• Full Class 1 licence (experience in driving a variety of vehicles, automatic and manual).• OSH Forklift Certificate desirable - ability to undertake training if required.
Experience	<ul style="list-style-type: none">• At least two years' experience in fleet management preferably in a government role with a fleet of over 100 vehicles.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Experience in the coordination and delivery of fleet management.• Experience using and maintaining data in fleet management tools and systems is essential.
Skills	<ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Excellent customer service skills.• Proven organisational ability - applying methodical precision to coordinate and prioritise work.• Strong interpersonal and communication skills.• Ability to spot problems and ensure escalation and provide potential solutions.• Are a clear and articulate communicator with the ability to relate to a diverse workforce.• Finely tuned attention to detail and time management.• Able to think laterally and shift focus appropriately depending on urgency.• Ability to perform basic vehicle maintenance type tasks desirable.
Knowledge	<ul style="list-style-type: none">• Advanced knowledge with technology systems including the range of Microsoft Office products and associated fleet management products.• Awareness with 5S or any similar continuous improvement processes.• Understanding of the Health and Safety at Work Act 2015.
Personal attributes	<ul style="list-style-type: none">• A customer service first approach.• You enjoy building strong, genuine relationships with internal and external stakeholders.• You like to innovate and spot continuous improvement opportunities.• Enjoy a team environment and collaborate well with others.• Have a passion for reducing costs and identifying efficiencies.



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- | | |
|-----------------|---|
| Internal | <ul style="list-style-type: none">• All Taranaki Regional Council staff• People and Wellness team• Administration team• Finance team |
| External | <ul style="list-style-type: none">• Contractors• Suppliers• Professionals• Repair agencies |

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:

Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

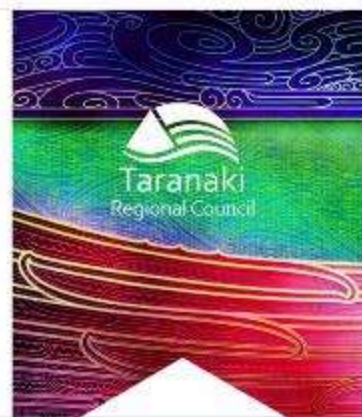
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none">• Service Standards• Customer Service• Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none">• Aligns Work• Collaborates• Assesses Impact and Value• Promotes Change
Self-Awareness	<ul style="list-style-type: none">• Knows Self• Develops Self and Others• Builds Trust
Communicates Effectively	<ul style="list-style-type: none">• Clear Messages• Adapts Style• Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none">• Systems Knowledge• Works Efficiently• Data Management
Wellness and Risk	<ul style="list-style-type: none">• Policies and Procedures• Manages Risks• Proactive Wellbeing• Site Safety
Cultural Awareness	<ul style="list-style-type: none">• Reo• Tikanga• Whakawhanaungatanga• Local context• Mātauranga Māori• Regulatory Environment