

Fleet Coordinator

Day to day responsibility for the coordination and administration of vehicle fleet resources.

Our Organisational Tikanga

Whanaungatanga

(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga

(showing respect and care for others, hospitality, kindness and support)

- We lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga

(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga

(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.

We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Fleet Coordinator – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Ensure the Council fleet is maintained in a fit, safe, legal and presentable manner (WOF, Registration, Services).
- Provide induction to staff using Council fleet ensuring they are adequately trained to operate fleet within policy and safety requirements.
- Assist in identifying and improving current policies governing fleet.
- Investigate and report on purchase options for new fleet procurement.
- Manage the end to end procurement process from purchase order, asset management to GPS installation and branding.
- Process, pursue and resolve insurance claims regarding fleet incidents.
- Maintain vehicle GPS software and prepare reports as required.
- Manage relationship with suppliers and service providers relating to the Fleet - identifying and sourcing new ones where required in line with organisational policy etc.
- Manage monthly fleet audits
- Contract administration and payment scheduling / invoicing for relevant contracts.
- Manage purchase order process for relevant contracts and services

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

Health and safety

- Accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Solid experience in a customer oriented position in a medium to large organisation.
- Administration skills and experience within a large, complex work environment.
- Experience in a role involving co-ordination of resources.
- Excellent verbal and written communication skills.
- Experience of managing and negotiating simple contracts.
- Ability to work methodically and efficiently and to set and meet appropriate standards and deadlines.
- Understanding of fleet co-ordination within a large organisation.

What you will bring

- Ability develop strong working relationships through provision of clear well thought out advice and support
- A strong team player with proven ability to work well with and interact successfully with other people.
- Results orientated and accountable.
- Strong attention to detail.
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.

Additional Information

Financial responsibilities – Nil

Position Grade – Grade 11

Organisation Chart – see below

