

Position Vacant

Job Title: **Fleet Officer**

Work type: 12 month contracted full time position

Department: Infrastructure Services

Pay range: \$94,000 to \$98,500 per annum including allowances + super

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services and childcare provision.

Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

Reporting to the Assets, Fleet and Facilities Manager this role supports all aspects of Council's Fleet area, in particular managing and monitoring the performance of Council's fleet, scheduling repairs and maintenance, and keeping track of all essential documentation, including insurance and inspection records. The Officer will also provide detailed support in administration and data entry and the gathering and preparing of information for reporting on Council's fleet policy compliance and efficiencies.

Strong communication skills and the ability to maintain solid relationships (with internal and external) stakeholders will be vital to this role along with high level of commitment to interact positively in a remote Aboriginal community.

Key Accountabilities

Oversee the end-to-end lifecycle of each company-owned commercial vehicle and efficient asset utilisation by:

- Researching the best vehicle types providing specifications and quotes to build a fleet based on Council's operational requirements and budget
- Supervising procurement and administering the processing and maintenance of vehicle registration and insurance.
- Organising and overseeing the safe storage of our council fleet
- Organise driver inductions for education on inspections and safety checks

- Scheduling regular vehicle inspections and maintenance with follow through to quotes, repairs and invoices
- Assist with insurance claims
- Managing workflow of our Mechanical Workshop contract via Mentor software
- Oversee the overall operation of the workshop that repairs and maintains Council's heavy plant, small plant and light vehicle fleet. The workshop is currently contracted to an external provider which may change in the future.
- Source and order accessories where requested
- Scheduled status checks for first aid kits, jacks, spare wheel, fire extinguishers, recovery gear etc
- Implementing a real-time vehicle location tracking system
- Vehicle performance monitoring and record keeping including regular fuel swabs
- When a vehicle is no longer capable of serving its intended purpose, advise the Asset, Facilities and Fleet Manager on appropriate reassignment or disposal following Queensland Local government legislative requirements.
- Reporting to the Asset, Facilities and Fleet Manager on Fleet's performance, expenses, budgets and major purchases, costs of operations plans and fleet-level targets.

General

- Ensure Councils Workplace Health and Safety Policies and Procedures are followed and carried out.
- Follow all Council policies and procedures including councils Code of Conduct.
- Other duties as directed by the Asset, Facilities and Fleet Manager or General Manager Infrastructure Services.

Qualifications, Skills and Attributes

Essential:

- Current Manual Driver's license
- Experience (2-4 years') in fleet management or a service-related industry
- Well-developed skills in Microsoft Word, Excel and Outlook
- Excellent written and verbal communication skills
- Strong organisational capabilities with attention to accuracy and detail.
- A strong customer focus and an ability to build strong customer relationships.
- Demonstrated experience in successfully communicating, negotiating and interacting with Indigenous people and a demonstrated knowledge of First Nations culture and customs
- A demonstrated commitment to work place health and safety and the environment

Desirable:

- Tertiary qualifications in commerce, business management or similar
- Local government and/or regional work experience
- HR Licence

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$94,000 to \$98,500 per annum including allowances plus superannuation
- 5 weeks annual leave, 3 weeks sick leave per year
- Access to our Employee Assistance Program (EAP)

Where the successful applicant is sourced from outside the Shire of Aurukun and does not already have access to housing in the Shire:

- 8 Days Isolation Leave per year with return flights to Cairns from Aurukun in accordance with Council policy
- Subsidised accommodation provided
- Relocation expenses in accordance with Council policy

How to apply

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 5 December 2025.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date.

Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au