



Job Description

Date:	September 2026
Position:	Fleet, Facilities & Asset Manager
Reports To:	Assistant General Manager
Hours:	40 Hours per Week

Company Vision

"Partner of Choice for Auckland's Foodservice"

Mission

Delivering inspiration, innovation, creating culinary magic.

Company Values

- **Ownership** - Responsibility and accountability, we own it.
- **Quality** - In everything we do, be the best.
- **Care** - About our people and customers.
- **People** - People and teamwork drive our success.
- **Passionate** - In all we do.

Role Purpose

The Fleet, Facilities & Asset Manager is responsible for the day-to-day management, maintenance, compliance and optimisation of the branch's fleet, facilities and operational assets.

Reporting to the Assistant General Manager, this hands-on role ensures all vehicles, plant, equipment, buildings and infrastructure are maintained in a safe, compliant and operationally effective condition. The role combines planning, coordination and administration with practical involvement in inspections, investigations, contractor management and asset maintenance activities.

Working closely with operational teams, external contractors and Bidfood National Fleet & Asset teams, the Fleet, Facilities & Asset Manager plays a critical role in protecting company assets, minimising downtime, maintaining compliance obligations and supporting the long-term sustainability of the branch.

Functional Relationships

- General Manager
- Assistant General Manager
- Operations Managers
- Warehouse Management
- Distribution Management
- External Contractors and Service Providers

Key Responsibilities

Fleet Management

- Coordinate the servicing, repair, maintenance and compliance of all company-owned and leased vehicles.
- Maintain accurate records relating to registrations, licensing, COF requirements, RUC, servicing schedules and compliance obligations.
- Conduct regular fleet inspections and ensure identified corrective actions are completed.
- Prepare and communicate weekly fleet availability schedules to support operational planning.
- Monitor and report on vehicle condition, utilisation, maintenance trends and operating costs.
- Coordinate repairs and maintenance to minimise fleet downtime.
- Monitor telematics, GPS systems and fleet performance data to identify improvement opportunities.
- Support fleet replacement planning and acquisition processes as required.

Facilities & Property Management

- Coordinate planned and reactive maintenance of buildings, grounds and infrastructure.
- Conduct routine inspections to identify maintenance requirements and opportunities for improvement.
- Ensure statutory inspections, certifications and building compliance requirements are maintained.
- Manage annual Building Warrant of Fitness requirements and related compliance activities.
- Oversee site security systems, access control, lighting systems and associated infrastructure.
- Coordinate contractor access and work activities to ensure minimal disruption to operations.
- Ensure preventative maintenance is carried out, to ensure the refrigeration plant is operational 100% of the time

Asset Management

- Lead the management and lifecycle of all Material Handling Equipment (MHE), ensuring assets are safe, compliant and fit for purpose.
- Oversee preventative maintenance programmes to maximise fleet availability and minimise downtime.
- Manage MHE service providers, suppliers and maintenance contractors to deliver cost-effective and reliable support.
- Monitor asset performance, utilisation and maintenance costs, driving continuous improvement initiatives.
- Develop replacement and capital investment plans to support operational requirements and business growth.

- Ensure compliance with all safety, certification and legislative requirements relating to MHE operations.
- Maintain accurate asset records and provide reporting on fleet performance, costs and risks.

Support operational teams by ensuring MHE availability meets business demands and productivity targets.

Incident, Claims & Risk Management

- Investigate incidents involving damage to company, customer or third-party assets.
- Coordinate insurance claims and maintain supporting documentation.
- Complete root cause investigations and implement corrective actions where required.
- Monitor incident trends and recommend strategies to minimise future risk.

Health, Safety & Emergency Management

- Support compliance with all Health & Safety requirements relating to fleet, facilities and asset management.
- Coordinate trial evacuations and emergency response exercises.
- Maintain evacuation procedures and emergency management plans.
- Ensure contractors comply with Bidfood Health & Safety requirements.
- Participate in after-hours response activities when required during emergency events.

Business Continuity & Disaster Recovery

- Maintain and regularly review disaster recovery and business continuity plans.
- Assist in developing contingency plans for critical operational assets.
- Coordinate recovery activities following significant operational disruptions.

Sustainability & Continuous Improvement

- Identify opportunities to improve fleet efficiency and reduce operating costs.
- Support sustainability initiatives relating to fuel use, energy consumption and asset utilisation.
- Recommend improvements to systems, processes and asset management practices.
- Promote a culture of continuous improvement across all areas of responsibility.

Contractor & Stakeholder Management

- Develop and maintain effective relationships with contractors and service providers.
- Monitor contractor performance and service standards.

- Ensure contractor compliance with Bidfood policies and procedures.
- Liaise with Bidfood National Fleet & Asset teams on fleet, facility and asset management matters.

Financial & Capital Planning

- Assist with the preparation and management of fleet, facilities and asset budgets.
- Monitor maintenance and repair expenditure.
- Obtain and evaluate quotations for maintenance, repair and capital projects.
- Prepare CAPEX proposals and supporting business cases for General Manager approval.
- Identify cost-saving opportunities while maintaining operational standards and compliance.

Team Participation

- Actively contribute to a culture of collaboration and continuous improvement.
- Support operational teams to achieve business objectives.
- Provide assistance to other departments where appropriate.
- Role model Bidfood values and expected behaviours at all times.

Key Performance Indicators

Fleet & Assets

- Fleet availability maintained to support operational requirements.
- Scheduled servicing and compliance obligations completed on time.
- Reduction in preventable fleet downtime.
- Monthly inspections completed and corrective actions closed out within agreed timeframes.

Compliance & Safety

- No overdue fleet, building or asset compliance requirements.
- Successful completion of evacuation drills and compliance activities.
- Contractor compliance with Health & Safety requirements maintained.

Financial

- Maintenance expenditure managed within approved budgets.
- Cost-saving initiatives identified and implemented.
- CAPEX proposals completed to required standards and within agreed timeframes.

Service Delivery

- Timely completion of maintenance and repair activities.
- Effective management of contractors and service providers.

- Minimal disruption to business operations resulting from fleet or facility issues.

Health & Safety

Under the Health and Safety at Work Act 2015, you are obliged to:

- Take reasonable care of your own health and safety and that of others.
- Follow all reasonable health and safety instructions.
- Comply with Bidfood policies, procedures and safe work practices.
- Report all accidents, incidents, hazards and near misses immediately.
- Support a proactive safety culture across the business.

Position Scope

This role is responsible for the operational management of all branch fleet, facilities, plant and company assets, including approximately 48 heavy vehicles, company vehicles, warehouse equipment, refrigeration infrastructure, security systems, buildings and associated property assets.

The role requires a balance of planning, administration and hands-on involvement to ensure company assets remain safe, compliant, reliable and available to support business operations. The Fleet, Facilities & Asset Manager will actively participate in inspections, investigations, contractor coordination, maintenance planning and problem-solving while supporting the General Manager with asset planning and capital investment decisions.

The organisation recognises that, over time, employees will gain further skills, knowledge and experience. As part of their development, employees may be requested to undertake additional duties consistent with their capabilities and business requirements.

Signature: _____

Date Signed: _____