



JOB SPECIFICATION

Position Description

Position:	National Fleet Manager
Responsible to:	Chief Executive Officer
Responsible for:	Five direct reports
Purpose:	The National Fleet Manager is responsible for the strategic and operational management of the organisation's plant and fleet across all sites. This includes oversight of internal workshops, outsourced maintenance providers, fleet optimisation, compliance, and cost efficiency. The role ensures the fleet supports operational delivery safely, reliably, and cost-effectively, in alignment with business objectives and regulatory obligations.

Key responsibilities

Key Responsibility	Performance Standards
Fleet Strategy and Management	• Develop and implement a national fleet strategy covering acquisition, utilisation, maintenance, replacement, and disposal. • Manage the balance between in-house workshop operations and outsourced service providers to achieve optimal cost, performance, and uptime. • Monitor fleet lifecycle costs and implement initiatives to reduce total cost of ownership. • Oversee fleet standardisation, ensuring vehicles and equipment align with operational needs and branding requirements. • Provide timely reporting and advice to CE on fleet performance, risks, and opportunities.
Safety & Wellbeing	Promote a culture of safety and continuous improvement within fleet and workshop teams by: • Working collaboratively with the Health & Safety team to drive safety culture and initiatives • Actively reviewing Health & Safety reports and implement changes • Keeping yourself and others safe, and display leadership through actively participating in safety and wellbeing activities • Speaking up if you see something that is not safe and could injure yourself or others in the workplace • Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

Key Responsibility	Performance Standards
Operational Oversight	• Provide leadership and direction to internal workshops, ensuring quality, efficiency, and safety standards are met. • Negotiate and manage contracts with external maintenance and leasing providers. • Ensure preventative maintenance programs are in place and adhered to across all regions. • Oversee scheduling, repairs, and maintenance turnaround times to minimise downtime. • Ensure Fleetpro is implemented and effective. • Ensure all fleet operations comply with transport, health and safety, and environmental regulations. • Maintain accurate fleet records, including registrations, warrants of fitness, certifications, and servicing history.
Financial Management	• Develop and manage the annual fleet budget, including capital expenditure and operating costs. • Track and report on fleet KPIs such as utilisation, maintenance spend, fuel efficiency, and downtime. • Identify cost-saving opportunities through improved procurement, utilisation, and supplier management.
People Leadership	• Lead, mentor, and develop workshop and fleet team. • Set clear performance expectations and provide regular feedback and coaching. • Foster collaboration and accountability across regional teams. • Stakeholder Engagement: ○ Work closely with operations, procurement, finance, and H&S teams to align fleet decisions with organisational needs. ○ Manage relationships with key suppliers, insurers, and regulatory bodies.
Technology and Systems	• Lead the successful implementation, optimisation, and ongoing management of fleet technology systems including Navman, Fleetpro, and route planning software. • Ensure data accuracy, system integration, and effective reporting to support operational decision-making. • Work collaboratively with IT and operational teams to enhance fleet visibility, performance tracking, and efficiency through technology. • Provide training and support to regional teams to ensure consistent and effective use of fleet systems.
Additional Duties	• Undertake other duties as directed by the Chief Executive Officer.

Qualifications

- A mechanical trade certification and/or business management qualification would be advantageous

- Class 5 NZ driver's licence preferred.

Practical experience

- 5–10 years' experience in fleet operations, transport logistics, or asset management.
- Proven leadership in workshop or fleet environments.
- Strong understanding of NZ transport regulations and compliance.
- Proficiency with fleet management systems (e.g., Fleetpro, Navman).

Key Attributes

- Strategic, solutions-focused and commercially minded approach.
- Safety-conscious leadership style with a commitment to wellbeing.
- Team player with a hands-on and collaborative approach.
- Technology and system savvy, with strong data capability.
- High integrity and sound judgement.

Agreed by:

Job holder's signature

Manager's signature

Date

Date