

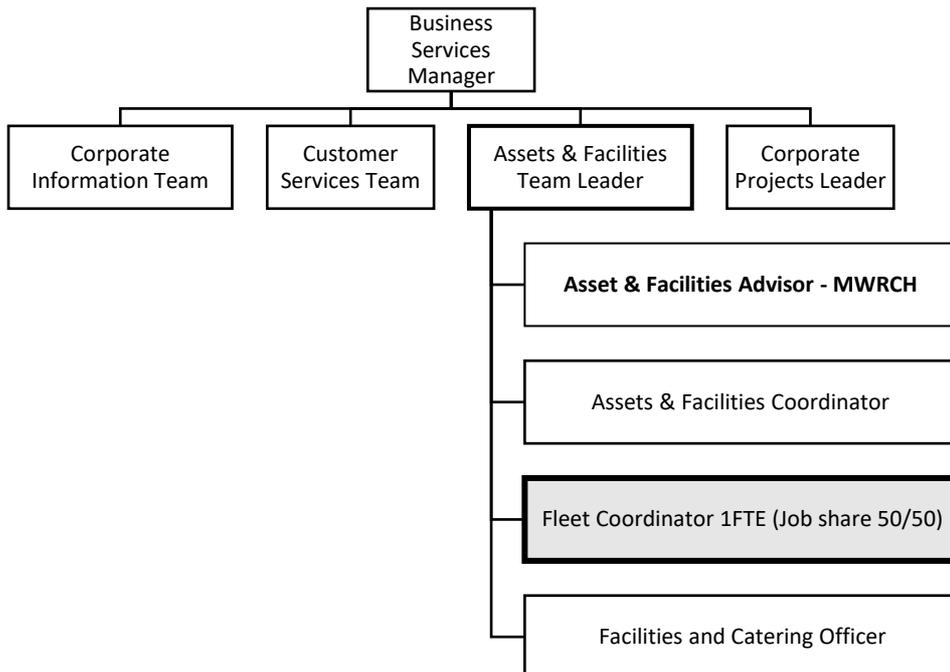
JOB DESCRIPTION

Job Title:	Fleet Coordinator
Job Title as know on Rem	Fleet Coordinator
Tables:	
Employment Type:	Full time 1 FTE (50/50 Job Share)
Work Unit:	Assets & Facilities Team
Group:	Corporate Services and Governance Group
Responsible to:	Asset & Facilities Team Leader
Responsible for:	Nil
Position purpose:	

The Fleet Coordinator is responsible for administrating and coordinating the various aspects of the vehicle fleet and other internal transport modes within the required policies and procurement processes. This includes purchasing, arranging servicing, maintenance and checking vehicles on a regular basis to ensure that they are fit for purpose and comply with NZ law. In addition this role will analyse trends and driver requirements in an aim to introduce sustainable options into the fleet where possible. As well as supporting the Assets & Facilities team with contractor management and also supporting the wider Corporate & Governance Group when necessary.

Salary:	\$65,272 (85%) - \$76,790 (100%)
Date:	March 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Vehicle dealers ▪ AOG vehicle suppliers ▪ Retail and trade outlets ▪ Contractors ▪ Regional fleet coordinators ▪ Fleetwise ▪ ERoad 	<ul style="list-style-type: none"> ▪ Administration and support staff ▪ Executive support staff ▪ Councillors ▪ Other Horizons Regional Council staff ▪ Business Services Manager ▪ Assets & Facilities Team Leader ▪ Assets & Facilities Coordinator

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Fleet Management & Procurement	
<ul style="list-style-type: none"> ▪ Organising and managing day to day working budget for fleet. ▪ Manage Councils vehicle procurement and disposal process as per policy. ▪ Overseeing the procurement and onboarding process from quote to delivery of vehicle assets. ▪ Research and evaluate suitable low emission vehicle replacement options to enable Council to work towards their emissions reductions targets. ▪ Analyse trends and driver requirements for optimal utilisation of Councils fleet. ▪ Maintaining systems that support the vehicle fleet (AMIS, WALOS, ERoad etc.). ▪ Research and implement improvements to systems that support fleet. ▪ Monitor the relationship with Fleetwise and ERoad, ensuring levels of service are being met. ▪ Ensure vehicles are compliant with NZ law and regulation, with current WOF/Rego/RUC's. ▪ Organising servicing etc. of executive & pool vehicles. ▪ Ensure insurance schedules are maintained (additions, disposals and revaluations) and claims are lodged. ▪ Ensure that all vehicles are provisioned and secured with required PPE and safety equipment. ▪ Conduct proactive and regular pool vehicle inspections to ensure they are roadworthy and safe to drive. 	<ul style="list-style-type: none"> ▪ Fleet budgets are in place. ▪ Vehicles are purchased and disposed of per policy and staff are satisfied. ▪ Emissions from Council's fleet continue to reduce on an annual basis. ▪ Councils fleet is utilised at optimal levels ▪ All systems that support the vehicle fleet are maintained and up to date. ▪ Service providers continue to deliver services as specified in the contract. ▪ Vehicles are serviced on a regular basis and WOF/licencing is current. ▪ All vehicles have appropriate insurance cover and insurance matters relating to fleet are dealt with in a timely manner. ▪ All vehicles contain the appropriate PPE/safety equipment ▪ Monthly checks are performed on pool vehicles ▪ All vehicles comply with the Land Transport Act 1998 and the Land Transport (Road User) Rule 2004

Facilities management	
<ul style="list-style-type: none"> Responsible for maintaining the branded clothing system and supporting staff regarding purchasing of corporate clothing as required. Periodically review all service contracts in consultation with the Assets & Facilities Team Leader. Regular monitoring of the maintenance portal and actioning or assigning requests. Provide assistance with facilities and contractor management. Ordering health and safety requirements for staff as required. Take part in after-hours Assets Duty Officer Roster, as required. 	<ul style="list-style-type: none"> Duties are managed within agreed timeframes. Extra tasks are discussed and agreed with the supervisor. Service contracts are reviewed for cost and service efficiencies and effectiveness. Purchase orders are raised on time and accurately. Maintenance requests have been resolved or assigned in a timely manner. While on roster is available for after hour assets callouts.
Department Support	
<ul style="list-style-type: none"> Provide support to wider Corporate Services and Governance Group as directed. Making effective and efficient use of resources available to the Group and seeks continuous improvement. 	<ul style="list-style-type: none"> Assets & Facilities Team Leader is satisfied with contribution. Support is relevant, professional and timely.
Corporate Contribution	
<ul style="list-style-type: none"> Maintain own professional development Undertake performance development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in emergency management activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Contribution to projects and corporate initiatives is effective and valued. Administration requirements are completed timely and accurately. Coordinate first aid kit replacement/ refills annually and as required and completed timely and accurately.

PERSON SPECIFICATION

Knowledge/Experience

- Experienced Fleet Coordinator with a minimum of two years' experience in a similar role
- Ability to analyse, interpret, report and present fleet and driver trends
- High level of attention to detail, a methodical, organised approach and proven experience in multi-tasking and prioritisation
- Strong relationship management skills- ability to establish, build and maintain relationships with a variety of stakeholders.
- Knowledge of New Zealand laws, regulations and standards especially as they relate to fleet management
- Strong customer services skills
- Strong skills in MS Excel and MS Word and Dashboard style reporting presentation systems
- High level of attention to detail, a methodical, organised approach and proven experience in multi-tasking and prioritisation.
- High level of verbal, written and interpersonal communication skills

KEY JOB COMPETENCIES

Working Knowledge

- Safe work practices
- Fleet coordination
- Procurement processes
- Digital literacy
- Records maintenance skills

Awareness Knowledge

- Time/project management skills
- General office administration systems
- Sensitivity to differing cultural perspectives
- Knowledge of contract documents and specifications

KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and takes appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Adaptability and flexibility in work practices and schedules
- Ability to deal with several tasks "on the go" at the same time
- Excellent communication skills (verbal and written)
- Ability to negotiate with suppliers to attain the best value for money

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- As required take part in Assets Duty Roster.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

Ngā uara | o Ngā Pae | Our Horizons Values



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___