

Job Description

Te whakatakotoranga tūranga

Property and Fleet Officer

Pūtake Tūranga - Scope

In this position, you will assist the Facilities and Fleet Manager with practical and administrative management of the council vehicle fleet and related field equipment, the owned or leased council offices and assist in addressing staff facility and furnishing requirements. This will include both vehicle and building acquisitions, sales, leasing and maintenance whilst ensuring that all procurement is to standard in accordance with existing plans and policies.

This role contributes to council's area of focus (community outcomes) by providing an efficient and effective service delivery.

Ngā Whainga - Key responsibilities

Council offices, facilities and vehicles

Ensure effective offices security, cleaning, maintenance, furnishing and the provision of fit-for-purpose vehicles and buildings. This extends to regional office support and assistance with canteen and catering oversight where required.

Assist with the coordination of an effective vehicle maintenance and repair programme for vehicles, ensuring all vehicles meet legal requirements and carry safety items.

Adhere to financial delegations and procedure and authority process for all property and vehicle acquisitions, sales, repairs and maintenance.

Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in council policies and guidelines, and as defined by the Health and Safety legislation.

In collaboration with the Health and Safety Advisor, oversee the receiving and processing of vehicle accident or property damage reports and engagement with insurance company on any vehicle or property claims.

Garmin vehicle monitoring, security services interface and Guardian Angel health and safety monitoring contact person and occasional (e.g. one weekend per month) 'on call' weekend response.

Information, Reporting and General Administration

Ensure that all vehicle and property related recording is done and real-time data-bases are kept up to date. Undertake a range of administrative duties including the drafting of correspondence, administering budget matters and raising purchase orders.

Organisational Support

Undertake other duties that may be assigned by the Facilities and Fleet Manager from time to time, including support for the Investment Property team.

Comply with code of conduct, policy, system and procedural requirements. Actively participate in organisational processes including staff meetings, Personal Performance and Development programs, project teams and other initiatives.



CHOOSE POSITIVITY



DO THE RIGHT THING



KOTAHITANGA



LEARN AND IMPROVE



LISTEN



OWN IT



WHANAUNGATANGA

Customer Service

Provide excellent customer service to the organisation and external parties, going the extra mile to ensure they have a positive experience with vehicle and facilities related activities and any other duties as requested. Establish and maintain close working relationships with internal and external contacts ensuring effective, professional relationships and partnerships are developed and maintained.

Tō Pukenga - About you

Qualifications, skills and experience:

- A relevant qualification in relevant discipline.
- Two plus years in a role of relevance.
- Experience in use of Microsoft applications especially Word, Excel and Outlook.

Personal attributes

- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Sound understanding of Māori culture.

Reports to: Facilities and Fleet Manager
Group and Department: Corporate Services
Location: Whangārei
Date: March 2025

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



CHOOSE POSITIVITY



DO THE RIGHT THING



KOTAHITANGA



LEARN AND IMPROVE



LISTEN



OWN IT



WHANAUNGATANGA