

## Position Description

<b>Position title:</b> Fleet Manager	
<b>Business group:</b> ASQ Assets Pty Ltd	<b>Department:</b> Transport
<b>Reports to:</b> Operations Manager	<b>Supervises:</b> Heavy Vehicle Truck Drivers

ASQ Assets provides a one stop shop for all fleet and maintenance services to the ASQ Group to ensure our fleet of trucks, vehicles, heavy plant equipment and machinery is maintained and operating safely and efficiently.

### Position summary

Reporting to the Operations Manager, the Fleet Manager is responsible for the safe and efficient running of the heavy transport fleet and supervision of drivers.

### Summary of key roles and responsibilities

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Management of heavy transport fleet
- Management of workers
- Compliance with state and federal legislation/regulations

### Required attributes

- Safety-conscious
- Fit for work, according to the position
- Sound knowledge and an understanding o of Transport and Chain of Responsibility
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- Strong leadership skills
- Strong work ethic
- Highly motivated with a positive attitude
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Ability to work under pressure and meet deadlines
- Sound literacy, numeracy and IT skills
- Strong attention to detail

### Required experience, education and certifications

- Certificate III or IV in Transport or equivalent experience (willing to learn this field would be highly desirable)
- Previous Fleet Management experience
- Previous experience with Computerised Management Systems (CMS)
- Valid driver's licence

### Key contacts

- Heavy transport drivers
- Truck washers
- Maintenance Coordinator
- Operations Manager
- Site Managers
- Weighbridge Operator
- WHSEQ & HR Manager
- Other ASQ management

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments

and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by our company Directors.

## Details of key roles and responsibilities

### 1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

The Fleet Manager is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Ensuring workers adhere to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System and ensuring all Manager/Supervisor responsibilities are met (inductions, hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)
- Preparing/attending/conducting prestart meetings where required
- Preparing/attending/conducting toolbox talks where required
- Liaising with the WHSEQ & HR Manager where required

### 2. Management of heavy transport fleet

The Fleet Manager is responsible for overseeing, coordinating, and facilitating our heavy transport fleet. Effective fleet management aims to reduce and minimise overall costs through tracking and analysing resources such as truck utilisation, tyre wear, fuel usage, spare parts etc. Clear and open communication with truck drivers, the Weighbridge Operator, the Maintenance Coordinator and Site Managers is essential.

Responsibilities include, but are not limited to:

- Monitoring, reviewing, and assessing all driver documents such as daily driver sheets, load sheets, checklists, work diaries etc.
- Ensuring driver vehicle documentation is up to date and available in all vehicles such as PBS documents, permits, product lists, truck weights, in case of an incident envelope etc.
- Monitoring, reviewing, and analysing truck efficiencies (truck utilisation, tyre wear, fuel usage etc.)
- Coordinating the repair and maintenance of the fleet to maximise truck usage while meeting set budgets with the Maintenance Coordinator
- Organising, monitoring, and updating subcontractor agreements and documentation
- Ensuring workers maintain a clean and orderly workplace
- Asset management in OneHub (prestarts, faults, etc.)
- Maintaining all asset details
  - Entering new vehicles/plant in OneHub
  - Maintaining accurate vehicle records and documentation in OneHub and UENS
  - Ensuring all vehicles and plant are commissioned in accordance to ASQ procedures including but not limited to vehicle registrations, Navman on HV transport, etags, petrol cards, warranty information, service schedules etc.
  - Decommissioning vehicles and plant from system
- Running the weighbridge in the absence of the Weighbridge Operator
- Preparing and submitting Monthly Management Reports for company Directors
- Assisting the WHSEQ & HR Manager in completion of audits and verifications

### **3. Management of workers**

The Fleet Manager is responsible for managing all transport workers within ASQ Assets.

Responsibilities include, but are not limited to:

- Managing rostering of workers, workloads, ensuring skills and cost efficiency are considered
- Recruiting and inducting new workers, liaising with the HR Manager where required
- Managing/approving timesheets, overtime and leave requests
- Managing performance issues
- Completing performance reviews
- Training, developing, and mentoring all workers as required
- Managing uniform and PPE gear as required
- Communicating and meeting with workers on a regular basis
- Communicating regarding system requirements

### **4. Compliance with state and federal legislation/regulations**

Fleet Manager is responsible for ensuring our maintenance and transport division operates in accordance with governing legislation and requirements.

Responsibilities include, but are not limited to:

- Compliance with the state and federal Road and Traffic Act
- Compliance with Codes of Practice and Australian Standards
- Compliance with Mass Management requirements
- Compliance with Performance Based Standards (PBS) and National Heavy Vehicle Accreditation Scheme (NHVAS) requirements
- Compliance with Chain of Responsibility, National Heavy Vehicle regulations and all state and federal road rules
- Compliance with Legislations, Regulations, Australian Standards and Codes of practice including Lifting Equipment and Slings, Electrical Test and Tag, Fire Extinguishers and High-Risk Work Licence requirements.