

Position Description

Commercial and Fleet Operations Lead (POS2820)

Directorate Department	Operations Buildings and Fleet Operations
Reports to	Manager Buildings and Fleet Operations
Number of Direct Reports	TBC
Position Grade	Grade 17
Employment Type	Permanent/Temporary Full-time
Primary Location	Cowpasture Rd Depot
Date Approved	November 2025

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

To develop and manage ongoing commercial opportunities, manage and optimise LCC's plant, fleet and mechanical services through the asset lifecycle including compliance with HVNL, Chain of Responsibility and other safety requirements. This includes the development, management and reporting of business, financial and safety plans that deliver revenue generating opportunities for Council to internal and external stakeholders.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Sustainable commercial programs and revenue-generating opportunities.	Programs are underpinned by sound business, financial and risk management plans and delivered on time and within budget.
Improved productivity and operational efficiency across plants, fleet and mechanical services.	Improvement initiatives are implemented, disruptions are minimised, and cost savings or efficiency gains are achieved.
Effective mechanical servicing, scheduling and resource planning.	Jobs are delivered on time, to quality standards, within cost and in line with WHS requirements.
Effective management of plant, fleet and equipment budgets.	Budgets are monitored, controlled and variances are addressed promptly.
Clear and compliant tender specifications and procurement processes.	Tenders comply with relevant legislation, deliver value for money and are completed within the financial year budget.
Positive team culture and high-performing workforce.	Employee lifecycle processes (recruitment, performance, development) are managed effectively.
Strong supplier and subcontractor relationships.	Products/services are delivered on time, to specification and demonstrate value for money.
Compliance with WHS, HVNL, CoR and related safety frameworks.	Risk assessments, toolbox talks, investigations, RTW plans and SWMS are completed accurately and on time.
Accurate business, operational and financial reporting to Council and ELT.	Reports are timely, accurate, relevant and aligned to organisational requirements.
Effective planning and coordination of day-to-day team administration.	Leave, training, operational requests and rosters are processed efficiently and fairly.
Responsible management of fleet and plant incidents and improvement actions.	Incidents are recorded, escalated and used to inform training, policy and cost-reduction initiatives.
Oversight of workshop, truck wash and commercial activity performance.	Monthly OpEx/CapEx reports and recommendations support the delivery of budget projections.

Decision Making Authority and Responsibilities	
Decision Making	• Decisions with delegated authority as granted by CEO. • Decisions with delegated authority as granted by CEO. • Management of the employee lifecycle (recruitment, onboarding, performance and development). • Budget planning, monitoring, control and reporting within delegation. • Development and management of WHS standards across the business unit. • Planning, allocation and adjustment of resources to meet operational needs. • Requests for new or varied OpEx/CapEx within delegation.
WHS Responsibilities	• Ensure compliance with WHS legislation, HVNL, CoR and Council procedures. • Conduct risk assessments, toolbox talks, investigations and RTW plans. • Promote and maintain a safe and compliant work environment. • Ensure safe work method statements are prepared, maintained and followed.
Financial Delegation	• As per relevant delegation schedules • Expenditure above delegation is referred to Manager Assets / Director Operations..

Key Relationships	
Who	Why
Manager Assets	Strategic direction, escalations, budget management and reporting.
Director Operations	Oversight of commercial programs and operational performance.
Team Leaders and Team Members	Coordination of daily operations, performance and service delivery.
Coordinators	Alignment of programs, planning and operational requirements.
External Suppliers / Sub-contractors	Procurement, service delivery and performance management.
Internal Key Stakeholders	Consultation, operational support and service delivery requirements.

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	• Tertiary qualification in Mechanical Trades and/or demonstrated field experience. • Qualifications or demonstrated experience in Business Management and Leadership. • WHS and/or HVNL/Chain of Responsibility qualification or equivalent experience. • Project Management or efficiency certification or demonstrated experience. • Current Class C Driver Licence and accreditation to operate plant and equipment. • Experience developing, executing and delivering commercial and efficiency programs. • Experience coordinating, coaching and mentoring mechanical trades and frontline teams. • Demonstrated experience in managing projects, tenders, contracts, budgets and reporting. • Ability to prepare and present high-level business and financial plans that meet compliance requirements. • Strong understanding of WHS systems as they relate to plant, fleet, equipment and workforce planning. • Proven background in timely, cost-effective delivery of vehicle and plant servicing. • High-level computer literacy across Microsoft and proprietary systems. • Strong problem-solving, conflict resolution and stakeholder consultation skills. • Demonstrated leadership, coaching and people management skills. • Strong interpersonal, written and verbal communication skills. • Experience managing contractor performance, SLAs and KPIs. • Demonstrated ability to reduce operating costs while achieving performance optimisation.
Desirable (if applicable):	• Current WorkSafe NSW tickets. • Current Class LR and/or MR Driver Licence. • Ability to work effectively in a team environment.

Signature		
<i>By signing below, I understand the contents and expectations of this position description.</i>		
Name	Signature	Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.