

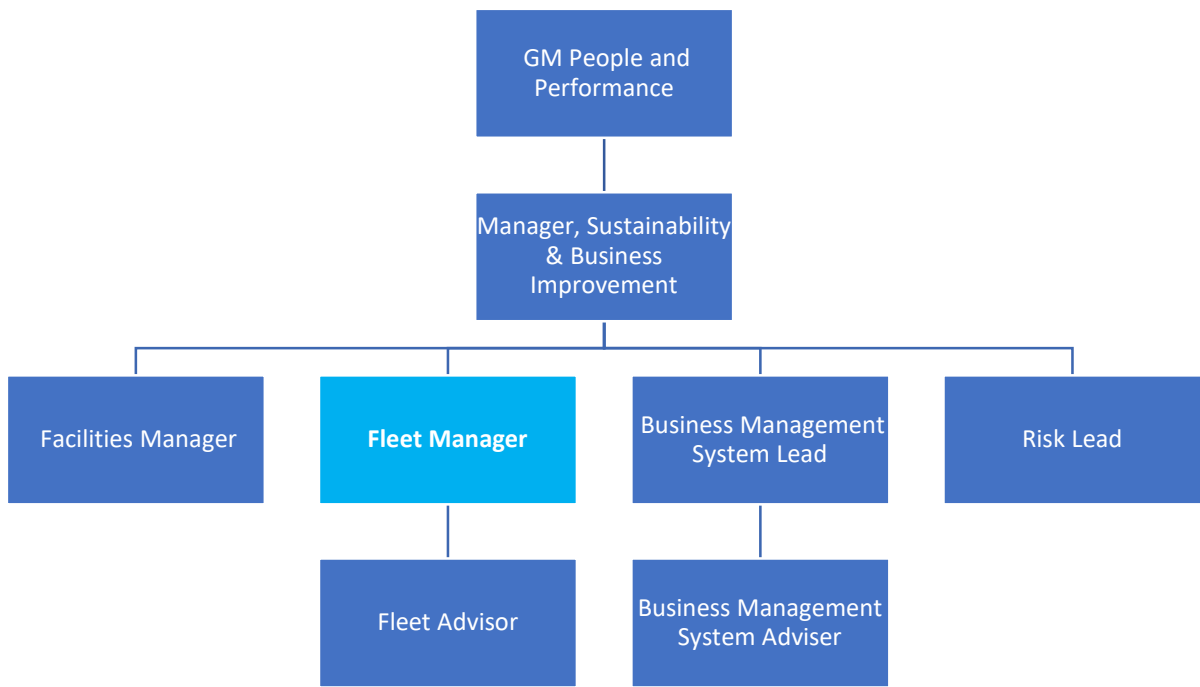


Position title:	Fleet Manager		
Reports to:	Manager, Sustainability and Business Improvement		
Group:	People & Performance	Unit:	Sustainability & Business Improvement
Revision:	09/2025	Date:	12 September 2025

**Purpose:**

To have responsibility for delivery of WEL’s fleet strategy encompassing sustainability, safety, vehicle selection and improvements, driver behaviours and vehicle maintenance and repair.

**Reporting Structure:**



**Resource Accountabilities:**

Staff numbers	1	Operating Budget	TBC
Capital Budget	TBC	Expense Authority	TBC

## Performance Outputs:

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<b>Fleet strategy and delivery</b>	<ul style="list-style-type: none"> <li>Define and deliver a fit for purpose, cost-effective, right sized and future focussed strategy for WEL's vehicle fleet (and specialist mobile equipment such as EWP's, cranes, forklifts, excavators and cross country 4x4 units)</li> <li>Identify sustainable solutions to drive emissions reductions in new and existing vehicles</li> <li>Scan the market for innovations and new technologies</li> <li>Work with internal stakeholders and suppliers to identify models and fitouts that will enhance the fleet</li> <li>Make recommendations and work with the Procurement Manager to secure optimised purchasing</li> <li>Take the role of 'Person in Control' of WEL's Goods Service Licence, which requires a Police/NZTA fitness and propriety vetting test pass</li> </ul>	<ul style="list-style-type: none"> <li>Fit for purpose, safe and compliant fleet</li> <li>Cost efficiencies gained</li> <li>Vehicle Risk Register is kept up to date</li> <li>Compliance with assigned WEL processes, procedures and work method statements and industry codes</li> </ul>
<b>Vehicle maintenance and safety</b>	<ul style="list-style-type: none"> <li>Work with the Fleet Advisor to ensure the fleet remains safe and compliant through effective servicing, repairs, WoFs, CoFs, RUCs, Registrations and Certifications</li> <li>Manage routine and ad hoc maintenance and repairs with local and national suppliers</li> <li>Maintain comprehensive and accurate records for the fleet</li> <li>Identifying any safety concerns with the vehicles and seek a solution to remedy</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance carried out as per schedule</li> <li>Maintenance expense and budget allocated, forecast and delivered accurately</li> <li>Unplanned variances reported and explained</li> <li>Vehicle compliance</li> </ul>

	<ul style="list-style-type: none"> <li>Responsible for all Field Action Requests (FARs) relating to Fleet</li> </ul>	<ul style="list-style-type: none"> <li>Improvement and corrective actions completed in a timely manner WEL's health and safety policies and procedures are adhered to</li> </ul>
<b>Driver behaviour and crew safety</b>	<ul style="list-style-type: none"> <li>Monitor and enhance driver behaviour <ul style="list-style-type: none"> <li>ERoad monitoring and reporting as required including to General Managers</li> <li>Recognising and rewarding good driver behaviour</li> </ul> </li> <li>Work alongside drivers with Vehicle Inspections to provide beneficial outcomes for the drivers and vehicles</li> <li>Work with the Training Team to ensure drivers are competent in the use of vehicles and equipment such as EWPs, cranes, Utes and 4x4s.</li> <li>Keep up to date with current Temporary Traffic Management (TTM) practices and regulatory guidance</li> <li>Encourage vehicle users to observe safe traffic management systems and practices in the Depot and on work sites</li> </ul>	<ul style="list-style-type: none"> <li>Reduced incident rates</li> <li>Reduced vehicle damage</li> <li>Vehicles are operated safely at worksites</li> <li>Safe and compliant work in the transport corridor</li> <li>WEL's privacy policies are adhered to</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Be the business owner of the vehicle GPS monitoring and telematics system, ERoad</li> <li>Provide and report agreed metrics across the fleet including: <ul style="list-style-type: none"> <li>Fuel use</li> <li>Vehicle incident and damage rates</li> <li>Fleet lifecycle</li> <li>Driver metrics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Information accuracy</li> <li>Stakeholders are informed to make decisions</li> </ul>

	<ul style="list-style-type: none"> <li>• Write or contribute to occasional Board papers for GM review</li> </ul>	
<b>Team leadership</b>	<ul style="list-style-type: none"> <li>• Ensure effective overall leadership and development of the unit by living the values, agreeing accountabilities and standards of performance, monitoring performance, and giving timely feedback</li> <li>• Support the ongoing development of a team culture supportive of the sustained achievement of the Company's strategies and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Our people are capable and continuously developing</li> <li>• Organisational culture/climate indicators and metrics are met</li> <li>• Achievement of team development objectives</li> <li>• Health and Safety measures are met</li> </ul>
<b>To participate and contribute to projects</b>	<ul style="list-style-type: none"> <li>• Undertake special projects for WEL when required</li> <li>• Undertake continuous improvement projects as and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of agreed project measures</li> </ul>
<b>Targeting "Best in Safety"</b>	<ul style="list-style-type: none"> <li>• Promotion of good safety management practices</li> <li>• Participation in safety and wellness activities</li> <li>• Being a safety leader</li> </ul>	<ul style="list-style-type: none"> <li>• WEL's health and safety policies and procedures are adhered to at all times.</li> </ul>
<b>To work in and promote a 'Best in Service' attitude to all endeavours</b>	<ul style="list-style-type: none"> <li>• Engage within the business and with community / external stakeholders in a way that supports 'Best in Service', always</li> </ul>	<ul style="list-style-type: none"> <li>• WEL's reputation is enhanced in the community</li> <li>• You are known for your excellent customer service</li> </ul>

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Level 7 tertiary qualification or;</li> <li>• Relevant technical qualification or;</li> <li>• Significant relevant NZ experience with both heavy and light vehicles in a fleet managerial capacity</li> <li>• A full Class 2 or Class 3 Licence</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Business administration or fleet management qualification</li> </ul>
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• 5 years+ experience in fleet management at a senior level</li> <li>• Leading the implementation and delivery of a fleet strategy</li> <li>• Experience with ERoad Telematics (or other similar telematic system)</li> <li>• Advanced Excel skills</li> <li>• Advanced skills in other Microsoft suite of programmes</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience with specialist heavy vehicles and mobile plant</li> <li>• High level of understanding of the SAP MMS</li> </ul>
<b>Role Specific Competencies</b>		<ul style="list-style-type: none"> <li>• <b>Integrity:</b> Demonstrates consistently high integrity, professionalism and business ethics</li> <li>• <b>Safety focus:</b> Consistently demonstrates sound safety leadership</li> <li>• <b>Strategic and action focus:</b> Can translate long term plans into actionable work programmes. Maintains focus on key priorities to deliver under pressure and competing demands.</li> <li>• <b>Commercial Acumen:</b> Understands and applies commercial and financial principles. Views issues in terms of added value.</li> <li>• <b>Flexibility:</b> Successfully adapts to changing demands and conditions</li> <li>• <b>Creativity and Innovation:</b> Creates new and imaginative approaches to work related issues. Identified fresh approaches and shows a willingness to question traditional assumptions</li> <li>• <b>Communication:</b> Effective communicator with internal providers and external agencies</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Collaboration:</b> Works with suppliers, peers and other business leaders to achieve win-win results, and drive behaviour to optimise business outcomes</li><li>• <b>Problem Solving:</b> Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information</li><li>• <b>Achievement focused:</b> Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action</li><li>• <b>Negotiation:</b> Listens, comprehends and empathises with parties to develop relationships and rapport with others.</li><li>• <b>Teamwork:</b> Works co-operatively as part of the wider team. Actively seeks out and listens to the views and ideas of others</li><li>• <b>Leadership:</b> Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.</li></ul>
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## Our Purpose

Enabling our *communities to thrive*

## Our Vision

To create and support an *innovative and sustainable energy future*

## Best in Service

So we have the *trust of our community*



## Best in Safety

Every Day - *Home Safe*



## Our Values



**Agile**

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



**Build the business**

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



**Care for each other, the customer and our assets**

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



**Do the right thing**

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



**Every Day - Home Safe**

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.