



Internal Revenue Commission

## Position Description

### A. POSITION DETAILS

Position Title/ Designation	Fleet Officer
Grade/ Classification	IRC 04
Immediate Supervisor/Manager	Manager - Asset
Division/ Section	Corporate Services Division/ Properties & Facilities

### B. PURPOSE

This position reports to the Manager, Assets and will co-ordinate and manage the administrative functions of fleet operational activities, including fleet data and records management and fleet maintenance. The position will also ensure that fleet management and its operational activities, including IRC Regional & Provincial Offices, are supported with an effective administrative function with compliance to relevant IRC Governance, Audit and Policy requirements.

### C. ACCOUNTABILITIES

- Ensure Fuel Card usage is managed effectively in terms of records and fuel receipts
- Ensure Vehicle Log Book Register is properly managed and is updated on the Fleet mate Software Application System.
- Ensure Vehicle Preventive Maintenance and Maintenance, Repair and Service Request is up to date
- Ensure all IRC Fleet Vehicle Registrations and Safety Inspections are up to date
- Provide high level of customer services and partnership with stakeholders inside or outside the IRC or contractors or suppliers who require information, assistance, and support
- Professionally perform any duties as required to maintain consistency and efficiency within the Properties & Facilities Branch and across the IRC

### D. POSITION AND PERSON SPECIFICATIONS

- Degree and/or Diploma in Business Management and/or Business Administration in focus areas of fleet management and operational services;
- Minimum completion of Grade 12;
- More than 5 years of work experience in similar role;
- Knowledge of fleet management, monitoring and controlling of security systems by GPS tracking and radio communication would be an advantage.
- Able to handle multi-location fleet facilities environment
- Familiar with fleet stocks and equipment management
- Must be able to deal with any accidents and incidents with confidence
- Skilled mechanic of all types of vehicle make and/or model