

**NAME REMOVED FOR CONFIDENTIALITY REASONS**

address



Telephone  
Email

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**WORKSHOP AND FLEET COORDINATOR WITH OH & S FOCUS**

Logistics and Procurement | Safety and Change Management | Process Re-engineering

*“xxxx is a hard working individual with a strong desire to have systems and processes working well”*  
Tamara Johnson, Manager Infrastructure Maintenance, Nillumbik Shire Council

Improvement oriented Fleet Coordinator with a focus on profitability, safety, service and effective team management. Able to garner support from both staff and executive management, galvanising the team into action, acting as a key coordination point to facilitate organisational and productivity improvements. Talent for recognising growth opportunities from a profit, productivity and operational perspective.

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**VALUE OFFERED**

- Written proposals and submissions
- Cost reduction and profit maximisation
- Contract Negotiations
- Develop and maintain safe work place
- Stakeholder, Account and Relationship Management
- Customer Relationship Management
- Operational, Service Delivery and Project Management
- System and process re-engineering and improvement

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**BENCHMARKS AND MILESTONES**

- Secured savings of \$19,500 annually in labour costs through renegotiation and analysis of automatic adjusting units to improve braking systems of heavy waste collection vehicles operating consistently within hilly terrain. This included sourcing of units, preparing of proposal, and facilitation of project pilot to assessment unit effectiveness
- Resolved issues associated with lack of understanding within the accounting and infrastructure maintenance departments on internal funds flow related to placement replacement budgets causing inaccuracy within accounts. Arrange a meeting with staff and management to identify the issue and production of a flow chart to increase clarification and how funds are transferred internally – this promising initiative is currently in progress
- Increased productivity by 60 hours annually as well as dramatically reducing manual handling problems, and increasing team morale by arranging for a bulk oil storage area and dispensing equipment. Discussing the matter with stakeholders, completed storage area design, sourced quotes and submitted approval for improvement initiative, ultimately rolling out this new time and cost saving project to negotiate complimentary dispensing equipment



## EMPLOYMENT NARRATIVE

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NILLUMBIK SHIRE COUNCIL, Melbourne Vic

10 /2003–08/2010

### Workshop and Fleet Coordinator

Upon commencement, the challenges appeared daunting. .

Identified challenges including lack of understanding of accounts and funds transfer protocols, storage issues, low morale due to performing repetitive tasks and unnecessarily amplified costs.

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- Increased productivity by 60 hours annually as well as dramatically reducing manual handling problems, and increasing team morale by arranging for a bulk oil storage area and dispensing equipment. Discussing the matter with stakeholders, completed storage area design, sourced quotes and submitted approval for improvement initiative, ultimately rolling out this new time and cost saving project to negotiate complimentary dispensing equipment
- Dramatically reduced costs associated with oil purchases through arranging bulk purchasing, saving \$1500 per year with dramatic impact upon tight budget margins
- Secured savings of \$19,500 annually in labour costs through renegotiation and analysis of automatic adjusting units to improve braking systems of heavy waste collection vehicles operating consistently within hilly terrain. This included sourcing of units, preparing of proposal, and facilitation of project pilot to assessment unit effectiveness
- Prepared a complete operating manual on extensive processes and procedures performed by staff. This incorporated all procedures relating to the operation, purchase, disposal and maintenance of the entire heavy and light vehicle fleet, dramatically improving staff morale due to increased understanding of role requirements

### SNAPSHOT

**Company:** Nillumbik Shire Council is a Municipal Council in the Northern Suburbs of Melbourne, employing approximately 300 people, and 100 within the Infrastructure Maintenance Department. The position of Workshop and Fleet Coordinator reports to the Manager Infrastructure Services



## **PRIOR TO 2003**

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Nillumbik Shire Council, 1998–2003  
**Workshop Team Leader**

Skilled Engineering, 1996–1998  
**Diesel Mechanic**

## **PROFESSIONAL DEVELOPMENT**

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Diploma in Frontline Management  
Public Speaking  
EEO Training  
Negotiation Skills for Managers  
Coaching Others to Unlimited Success  
MS Excel and MS Word (Intermediate)

## **LICENCES AND MEMBERSHIPS**

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Licensed Motor Mechanic  
Society of Automotive Engineers (Elected Member – joined Society 1976)  
Current Victorian Driver's License H.T.A.

## **REFERENCES**

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Available upon request

