

Position Description	
Position	Fleet Coordinator
Reports To	Operations Manager

The Business

Outback Aussie Tours is an award-winning tour company based in Longreach Queensland, operating for 37 years. We offer river and rail tours in and around Longreach including our signature Smithy's Outback Dinner and Show. We operate guided overland 4WD coach tours throughout Outback Queensland as well as tailored bus charters for special interest groups.

The Role:

We are looking for a motivated and reliable person to join our team as a Fleet Coordinator for the 2025 season. This position would suit a someone interested in becoming a local Driver/Guide or Skipper who is looking to supplement their weekly hours or a semi-retired person looking for regular ongoing hours (approximately 15hrs per week).

This position is a key part of the Operations Team and will be responsible for the administration, maintenance and scheduling of Outback Aussie Tours Fleet.

Key Responsibilities

- Consult and implement schedules for the maintenance of the company's fleet and work with local and external mechanic and vehicle maintenance companies.
- Inspect, record and resolve any fleet incidents or maintenance issues and report to the Operations Manager in a timely manner.
- Ensure that all fleet are mechanically maintained and presented to a high standard to meet OAT and guest presentation expectations.
- Maintain the vehicle maintenance log and ensure it is up to date and accurate.
- Liaise with the Operations Manager and Compliance Officer to ensure the highest level of safety is maintained across all aspects of the OAT operation and all requirements of the SMS are met.
- Responsible for compliance with the Workplace Health and Safety Act 2011.
- Communicate with driving and maintenance team members regularly about any updates, maintenance issues or safety breaches.
- Manage the vehicle movement board to communicate to the Operations Team the availability of all vehicles.
- Perform the duties of a Driver/Guide or Skipper when required.
- Any other administration duties directly related to the fleet within your skill set, at the discretion of the Business Manager or Director.

On the Job:

- Able to commit to the full 2025 season; April to October
- Seasonal (10- 15hrs per week)
- Additional hours will be dependent upon skills and experience. This position would fit well with other roles within Outback Aussie Tours.

Qualifications required:

- Queensland Driver's Authorisation
- Heavy Rigid Vehicle Driver License (Class – open)
- First Aid and CPR Certificate (current for the entire 2025 season)
- Queensland Responsible Service of Alcohol (RSA) (or ability to obtain)

Desirable Skills:

- Demonstrated mechanical experience or knowledge
- Demonstrated extensive knowledge of Outback Queensland – or ability to quickly acquire
- Savannah Guide accredited