

| Position Description | |
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| Position | Fleet Officer / Maintainer |
| Reports To | General Manager |

The Business

Outback Aussie Tours is an award-winning tour company based in Longreach Queensland, operating for 39 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

This position is a key part of the Operations Team and will be responsible for the maintenance of our Heritage Rail Motors as well as the management of our touring bus fleet and boat. It will oversee any external contractor maintenance required.

Key Responsibilities:

- Carry out maintenance schedules as outlined in the Safety Management System for the Rail Motors including Weekly Inspections.
- Carry out A Services on coaches and minor maintenance as required.
- Carry out minor maintenance to the boat as required.
- Work with external contractors to assist with the maintenance on all fleet.
- Keep accurate maintenance records for all fleet and ensure all maintenance reports are logged and cleared within the appropriate timeframe.
- Carry out scheduled infrastructure inspections at the Outback Rail Adventure siding/workshop.
- Maintain a safe and clean workshop.
- Work cooperatively with the On Road Team and Operations Team. Communicate regularly about any updates, maintenance issues or safety breaches.
- Ensure all vehicles are fit for service by completing a pre/post vehicle checklist and handover.
- Maintain and assess possible changing road and weather conditions and provide feedback to relevant Coordinators to ensure tour commitments
- Maintain and manage stock in Fleet Store.
- Work in a safe manner having regard for the environment, self, and others and to also contribute to the implementation of workplace operational health and safety policies and procedures and fatigue management regulations
- Duties could include some ad hoc charter, boat skipper and Queensland Rail transfers to Winton.

Key requirements:

- Ability to drive a variety of heavy vehicles
- Ability to work unsupervised and meet deadlines
- Demonstrated verbal communication and interpersonal skills to effectively work and participate in a team-based environment
- Demonstrated organisational and time management skills
- The desire and ability to respond appropriately to a wide range of providers and their needs while maintaining a high standard of quality of customer service
- The ability to work cooperatively within the team and across the business to understand team dynamics, contribute to teams, and foster environments of mutual trust and respect with a happy disposition and attitude
- Ability to problem solve, perform consistently and coordinate tasks simultaneously
- Possess in depth knowledge of all OAT products

Licences required:

- Mechanical trade qualification – Heavy Deisel / Fitter
- Category 1 Rail Medical (or ability to obtain)
- Queensland Driver's Authorisation (desirable)
- Heavy Rigid Vehicle Driver Licence – class - open
- First Aid and CPR Certificate (or ability to obtain)
- Queensland Responsible Service of Alcohol (RSA) (or ability to obtain)
- Experience in fleet management (desirable)

On the Job

- **Employment Type:** Full time position — 38hrs per week Monday to Friday. This position provides flexible work hours with 8 weeks of extended annual leave (late December – late February).
- **Work Hours:** 8.00am – 4.00pm with ½ hour unpaid meal break.
- **Additional Requirements:** Some weekend work may be required to meet the demands of the 7 day per week operation during the season.