

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Fleet and Parking Manager
DEPARTMENT:	Property Services and Campus Development
SCHOOL / DIVISION:	Property and Campus Development, Operations Division
REPORTS TO:	Head of Quality, Performance and Ancillary Services
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	1 FTE

1. PRIMARY PURPOSE OF THE ROLE:

The Fleet and Parking Manager is responsible for the strategic and operational management of the University's vehicle fleet and parking infrastructure. This role ensures that all fleet assets including service vehicles, electric carts, vans, and specialist transport are maintained to a high standard of safety, reliability, and efficiency. The role also oversees campus parking and related systems, ensuring that parking spaces are effectively managed and maintained in alignment with University policies, Pae Tata and user needs.

Working closely with internal departments and external vendors, the Fleet and Parking Manager supports service delivery across all University sites, promotes low-emission vehicle usage, and contributes to sustainability goals.

2. ACCOUNTABILITIES:

Fleet Operations & Maintenance:

- Manage daily operations of the University fleet to support service delivery requirements.
- Manage vehicle servicing, repairs, and inspections to ensure safety and roadworthiness.
- Maintain accurate records of vehicle usage, condition, and compliance.

Fleet Asset Management & Procurement:

- Lead vehicle procurement, replacement, and disposal aligned with budgetary and sustainability targets.
- Monitor lifecycle costs and optimise asset utilisation.

Sustainability & Compliance:

- Drive the transition to low-emission and electric vehicles, including infrastructure planning.
- Ensure compliance with health and safety regulations, emissions standards, and University transport policies.
- Conduct audits and risk assessments relating to fleet and parking operations.

Stakeholder Engagement:

- Collaborate with internal teams (e.g. Facilities, Trade Services, Mailroom, UniPrint, Campus Courier) to coordinate fleet needs.
- Provide user training and guidance on fleet procedures and safety.
- Manage relationships with vehicle suppliers, maintenance providers, and service contractors.

Parking Management:

- Oversee University car park operations.
- Contribute to strategic planning, utilisation reporting, and process improvements.
- Ensure car parks are safe, compliant, and aligned with user requirements.
- General Compliance and Risk.
- Ensure alignment with all University policies including procurement, health and safety, and contractor management.
- Stay informed on emerging industry trends and compliance obligations.
- Perform Divisional Health & Safety Officer (DHSO), first aid and/or fire warden duties (if required).

3. KEY RELATIONSHIPS:

Internal:

- Leaders, managers, and staff across Trade Services, Facility Services, Campus Operations, and other relevant units

External:

- Vehicle suppliers and servicing contractors
- Regulatory agencies and compliance bodies
- Vendors and technology providers
- Peers from other tertiary institutions

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- Tertiary qualification in Logistics, Business Administration, Facilities Management, or relevant field; or equivalent professional experience.
- Proven experience in fleet management or transport logistics.
- Strong knowledge of vehicle maintenance, procurement, and compliance standards.
- Experience with fleet management software or systems.
- Experience with parking management or enforcement.
- Excellent organisational and time-management skills.
- Sound budgeting and cost-control capabilities.
- Valid full driver's license.

Preferred:

- Experience working in a university or large, multi-site organisation.
- Knowledge of electric vehicle technology and infrastructure.
- Understanding of sustainability practices related to transportation.
- Certification in Fleet Management or related discipline.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Proficiency in Microsoft Office Suite (especially Excel) and familiarity with fleet or asset management systems.
- Ability to interpret and report on data related to vehicle usage, costs, and maintenance schedules.

Preferred:

- Understanding of vehicle telematics, GPS tracking, or fuel efficiency analytics tools. Familiarity with sustainability frameworks and low-emissions fleet strategies.

6. SPECIAL REQUIREMENTS:

- Maintain high levels of discretion and confidentiality of information and data.
- May be required to perform first aid, fire warden or emergency response duties.
- Occasional work outside regular business hours may be necessary.
- Will be required to drive vehicles for mechanical services and relevant checks.
- Conduct vehicle inductions with staff.

7. DIRECT BUDGET ACCOUNTABILITY:

- Responsible for fleet operations and maintenance budget.
- Responsible for parking budget.
- Oversight of vehicle acquisition and servicing expenditures.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.