BURKE SHIRE Council

*We're hiring!*

# FLEET COORDINATOR



**LOCATION:**
**BURKETOWN, QLD**

**EMPLOYMENT TYPE:**
**FULL TIME, FIXED TERM CONTRACT**

*Servicing our fleet to keep our community moving*

Join Burke Shire Council and keep our fleet, plant and equipment safe and reliable. This hands-on role combines mechanical work with workshop supervision and fleet maintenance planning.

### SERVICING & REPAIRS

Service equipment, diagnose faults and respond to breakdowns.

### WORKSHOP SUPERVISION

Guide and mentor mechanics and apprentices.

### MAINTENANCE PLANNING

Schedule servicing and maintain fleet records.

### FLEET PERFORMANCE

Track running costs, utilisation and downtime.

### CONTRACTOR COORDINATION

Coordinate external servicing and specialist repairs.

## WHAT WE OFFER

### ATTRACTIVE PACKAGE

$115,000 - $125,000 p/a + super

### SUBSIDISED HOUSING

Indicative rental value of $14,000 p/a

### VEHICLE ALLOWANCE

$10,000 vehicle allowance

### RELOCATION AND LEAVE

5 weeks annual leave & relocation assistance

## HOW TO APPLY

Read more about this role and apply at:
**bit.ly/BSC-Employment**

*Scan me to apply*

**APPLICATIONS CLOSE:**
**9AM, FRIDAY 4 DECEMBER 2026**

*Our Community. Our Values. Our Commitment.*

# WE'RE HIRING, JOIN OUR TEAM!

# Fleet Coordinator

**Burketown, QLD | Full Time, Fixed Term**

**Put your mechanical expertise and leadership skills to work in the Gulf.**

Burke Shire Council is seeking an experienced mechanic or diesel fitter to keep its fleet, plant and equipment safe, reliable and cost-effective to operate.

About the role

Based at the Burketown Works Depot and reporting to the Works Manager, you'll combine hands-on mechanical work with workshop coordination and fleet planning.

- Plan maintenance, service and repair equipment, diagnose faults and respond to breakdowns.
- Supervise and mentor mechanics and apprentices, coordinate contractors and promote safe workshop practices.
- Maintain fleet records, monitor costs, utilisation and downtime, and support procurement and plant replacement planning.

What we're looking for

You'll need a mechanic or diesel fitter trade qualification, substantial post-trade experience and experience coordinating fleet, plant or workshop activities. You'll bring sound communication and computer skills and a strong understanding of workshop safety.

An open HR driver licence, Construction White Card and elevating work platform ticket are required, along with a forklift High Risk Work Licence or the ability to obtain one. Local government experience, experience in rural or remote communities, and additional plant or heavy vehicle qualifications are highly regarded.

What we offer

- **Salary**: $115,000 - $125,000 per annum (dependent on qualifications and experience)
- **Superannuation**: 12%
- **Housing**: indicative rental value of $14,000 per year.
- **Vehicle allowance**: $10,000
- **Five weeks of annual leave** and **relocation assistance**

How to Apply:

If you would like to join our team, please apply through the link below by 9am 4 December 2026.
Apply Here: bit.ly/BSC-Employment

Join us and be part of a team committed to creating a brighter future for Burke Shire.
For further information, please contact hr@burke.qld.gov.au

*Council reserves the right to appoint a suitable applicant before the specified closing date.*

Chelsea Nelson
People and Culture Manager