



Job Profile

Fleet Controller

Job Details

Job Title	Fleet Controller
Historic Job Title	Fleet Controller
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Fleet Controller
Direct Line Manager	Supply Chain Executive
2nd Line Manager	Managing Director
Direct Subordinates	Cleaner (Wash Bay) Driver Driver (Bus) Driver (Long Haul) Fleet Administrator

Position Description

Overall Purpose of the Job
Coordinate and control optimal and cost-effective fleet operations.

Qualifications <i>(Formal Qualification Required)</i>
Minimum
Grade 12 (NQF Level 4)
Ideal
None

Legal <i>(e.g. Driver's License, etc.)</i>
Minimum
- Driver's License – Code EC (14) - Professional Driving Permit (PrDP)



Legal (e.g. Driver's License, etc.)

Ideal

- None

Experience (Minimum Experience Required and number of years)

Minimum	Minimum time spent in job
• Fleet Management experience	3 - 5 years
• People Management experience	3 - 5 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Vehicle and Forklift Maintenance	• Review <i>Vehicle Service Schedules</i> and initiate services in accordance with the schedule • Implement and monitor <i>Controls</i> for the ongoing maintenance of vehicles, such as inspection of tyres • Authorise <i>Major Repairs</i>, e.g. breakdowns and accidents, and ensure that replacement vehicles are arranged • Monitor the implementation of <i>Daily Check Sheet Routines</i> on vehicles and address non-adherence to agreed <i>Routine Checks</i> • Perform periodic <i>Spot Checks</i> on vehicles • Respond to any escalated maintenance matters	40%
Cost Control	• Analyse <i>Diesel Consumption</i>. Investigate possible reasons for abnormal Diesel Consumption, such as Driver behaviour and/or the general condition of the vehicle and arrange the implementation of corrective action in collaboration with the Warehouse & Logistics Manager • Review <i>Vehicle Maintenance</i> and <i>Repair Quotations</i> and authorise <i>Purchase Requests (PRs)</i> • Calculate and review the actual monthly <i>Operating Costs</i> for Long-haul Vehicles against the <i>Budget</i> and identify opportunities to enhance <i>Cost Efficiency</i> • Monitor <i>Maintenance Expenses</i> against <i>Budget</i> and provide feedback to the Supply Chain Executive • Optimise opportunities to enhance profitability, such as the initiation of <i>Buy-ins</i> prior to <i>Diesel Price Increases</i>	20%
Load Planning	• Plan <i>Vehicle Utilisation</i> to ensure full capacity • Create an <i>Inbound</i> and <i>Outbound Load Plan</i> in view of the availability of vehicles, such as <i>Schedule</i>, <i>Pick-up Points</i> and where to refuel, etc. Communicate the <i>Schedule</i> to all relevant stakeholders • Update the <i>Schedule</i> when required and communicate changes to all concerned	15%
Fleet Administration	• Analyse the vehicle <i>Kilometer Reading</i> for own and <i>Full Maintenance Lease Vehicles</i> to ensure that the contractual kilometers are not exceeded • Monitor that <i>Vehicle Licences</i> are up to date and timeously arrange for <i>License Renewals</i> • Monitor that the required <i>Insurance</i> is in place for all vehicles	15%



KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

	- Complete and monitor the completion of <i>Forklift Contracts</i>, such as <i>Check Sheets</i> and <i>Load Testing</i> - Arrange <i>Diesel Cards</i>, and the timeous issuing of these cards - Complete the <i>Reconciliation</i> on the <i>Diesel Bowser Consumption</i> - Complete all relevant documentation pertaining to any of the vehicles, such as <i>Insurance Claims</i>, etc. - Analyse <i>Quotes</i> received on new vehicles and make recommendations to the Supply Chain Executive	
People Management	- Calculate the <i>Driver's Bonuses</i> and submit them to the Supply Chain Executive for approval - Manage <i>Vehicle Tracking</i> and address any deviations from the route and or schedule in collaboration with the Warehouse & Logistics Manager - Manage the attendance and performance of direct reports and monitor adherence to expected standards - Offer guidance and support with the execution of their daily activities, and if required, take appropriate Disciplinary Action - Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles - Participate in the selection and appointment of new team members - Conduct regular meetings and promote open and ongoing communication with the team - Approve the leave of direct reports and manage overtime where applicable - Live and demonstrate the <i>Company Culture</i> by regularly communicating and applying the six (6) themes in the workplace	5%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times.	5%

Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Planning, organising and control of Fleet
- Supervision
- Proficient in *MS Office*
- Problem-solving
- Interpersonal
- Cost calculations and reconciliations

Behavioural Attributes

- Flexible
- Thorough
- Hands-on



Behavioural Attributes

- Ability to work under pressure

Knowledge

- Understanding the *Mechanics* of different vehicles
- Knowledge of *Diesel Prices* and *Suppliers*
- Knowledge of different *Fleet-related Suppliers*

Special Requirements

- The incumbent needs to be available after hours and over weekends in case of emergencies
- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Gilbert Loots	Fleet Controller
Johann Kotze	Supply Chain Executive

Completed By

Name	Title
Christine van Rensburg	21 st Century Executive Consultant