

CS54 Fleet Manager

1. Job role

TCF sub-sector	Cross-sector
Job role	CS54 Fleet Manager
Job role description	Manages fleet operations, vehicle performance and transport logistics to ensure efficient, safe and cost-effective movement of goods and services across TCF supply chains. In the TCF industries—where distribution includes retail delivery, bulk transport and service-based collection and delivery—the Fleet Manager oversees vehicle utilisation, maintenance, driver coordination and compliance, ensuring reliable transport operations aligned with production, dispatch and customer service requirements.
Performance expectations	• Ensuring efficient utilisation of fleet vehicles and transport resources • Maintaining vehicle safety, compliance and roadworthiness • Managing fleet maintenance schedules and servicing • Optimising transport routes and fuel efficiency • Coordinating drivers and transport schedules • Monitoring fleet performance and operational costs • Ensuring compliance with transport regulations and WHS standards • Managing vehicle tracking and telematics systems • Supporting timely and accurate delivery operations • Driving continuous improvement in fleet efficiency and sustainability
Specialisation	Fleet management, transport logistics, route optimisation, vehicle maintenance, telematics systems, compliance management
Application in other TCF sectors	• Apparel production supporting distribution of finished garments to retail or customers • Textile manufacturing supporting bulk transport of materials and finished fabrics • Footwear production supporting product distribution and logistics • Leather goods production supporting transport of finished goods • Dry cleaning and laundry services supporting collection and delivery fleets • Technical textile and specialty services supporting specialised transport requirements • Manufacturing and service industries supporting fleet and transport operations

2. Key tasks and critical work functions

Key tasks	- Managing fleet scheduling and transport operations - Coordinating drivers and delivery routes - Monitoring vehicle performance and maintenance needs - Ensuring compliance with safety and transport regulations - Managing fuel usage and operational costs - Maintaining fleet records and documentation - Implementing fleet tracking and telematics systems - Coordinating with dispatch, warehouse and operations teams
Critical work functions	- Ensuring safe and compliant fleet operations - Maintaining reliability and availability of vehicles - Optimising transport efficiency and cost-effectiveness - Supporting timely delivery and service performance - Managing risks related to transport and vehicle operation - Ensuring accurate tracking and reporting of fleet activities - Supporting sustainability through efficient fleet management

3. Technical skills

Fleet management systems	Managing digital fleet and transport management platforms
Vehicle maintenance knowledge	Understanding servicing, repairs and vehicle lifecycle management
Telematics and tracking systems	Using GPS and telematics for fleet monitoring
Route optimisation	Planning efficient transport routes and schedules
Compliance management	Ensuring adherence to transport, safety and regulatory requirements
Cost management	Monitoring fuel, maintenance and operational costs
Data analysis	Analysing fleet performance and utilisation data

4. Generic Skills

Leadership	Managing drivers and transport teams
Communication	Coordinating effectively with logistics and operational teams
Problem solving	Resolving transport and operational issues
Organisation	Managing schedules, resources and priorities
Decision making	Making informed decisions on fleet operations
Adaptability	Responding to changing logistics and operational demands

5. Emerging skills

Emerging skills	- Using AI-driven route optimisation and fleet management systems - Applying telematics and real-time tracking technologies - Supporting electric and low-emission vehicle integration - Using data analytics for fleet performance optimisation - Implementing sustainability and emissions reduction strategies
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	Integrating fleet systems with supply chain and dispatch platforms
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLI30325 Certificate III in Supply Chain Operations or equivalent
Advanced development	TLI40324 Certificate IV in Supply Chain Operations or equivalent

7. Job progression

Possible job progression	Fleet Coordinator → Fleet Manager → Logistics Manager → Operations Manager
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8. Classification

Australian Qualifications Framework	AQF Level 3-4
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 3
Open Source Classification of Occupations for Australia (OSCA)	Fleet Manager - Cross-sector TCF



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