



RFS

FLEET INSPECTOR

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	Preparedness & Capability Fleet Production
Role Number	Various
Grade	RFS Level 8/9
ANZSCO Code PCAT Code	233999 1119192
Date of Approval	21 March 2024
Role Description Reference No.	RD951
Website	www.rfs.nsw.gov.au

About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

The role undertakes the inspection, acceptance, auditing, familiarisation, hand over and evaluation of RFS appliances, vessels, equipment and PPE/PPC, whilst maintaining strong engagement with various stakeholders, such that the organisation can support and improve service delivery.

Key Accountabilities

1. Undertake build governance activities, such as inspections of appliances, vessels, equipment and PPE/PPC to ensure adherence to designs and specifications in line with RFS objectives.
2. Use established audit & assurance procedures, gather and correlate data and perform detailed or routine fleet production duties and standard testing regimes so that the resolution of issues are dealt with in a timely and effective manner.
3. Establish and maintain a conduit for feedback on construction and drawing issues, supply chain matters and contractor performance so stakeholder needs, perceptions and feedback are taken into consideration.
4. Undertake analysis and reporting on the standards and compliance of appliances, vessels, equipment and PPE/PPC so that reports and documents are accurate, well researched and lead to better resources.
5. Coordinate and/or provide technical support and associated training to end users to achieve the efficient and productive use of appliances, equipment and PPE/PPC.
6. Develop, review and implement organisation-wide procedures and guidelines so that equipment is used correctly and achieves the intended results.
7. Identify, analyse and assess safety, technical, financial and quality risks so that business consequence is minimised by effective risk mitigation strategies.

Essential Requirements

- A Diploma in a relevant discipline (e.g. Diploma of Quality Auditing or Automotive Industry) or equivalent expertise.
- A current HR Driver Licence.
- Ability and willingness to travel interstate on a regular basis.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

- Minimum five years automotive industry experience specialising in heavy vehicles.
- A comprehensive understanding of audit and compliance methodologies.
- Ability to develop and maintain positive team and stakeholder relationships.
- Strong problem solving and organisational skills with an eye for detail.
- Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- Routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The incumbent seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

Reporting Line

The role reports to the Supervisor Fleet Inspectorate.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal





Who	Why
Manager	<ul style="list-style-type: none">– Work in close collaboration to ensure the seamless delivery of services.
Team	<ul style="list-style-type: none">– Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
Executive, Managers and Supervisors	<ul style="list-style-type: none">– Maintain an inter-unit ‘teams based’ approach that builds capacity and has a focus on the provision of quality services.
All RFS Members	<ul style="list-style-type: none">– Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.

Key Relationships – External

Who	Why
Other emergency services groups and professional bodies	<ul style="list-style-type: none">– Work collaboratively to develop and communicate relevant research and practice outcomes.

Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Foundational

For further information regarding this role description, please contact the Recruitment Team or email Recruitment@rfs.nsw.gov.au.

