

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Fleet Manager – Operations	Director/Service/Sector:		Office Use
Band: 9	Workplace: Across County		JE ref: 2269 HRMS ref:
Responsible to: Fleet Manager	Date: August 2019	Manager Lever:	
Job Purpose: To assist the Fleet Manager in the management of the maintenance and repair operations for all council fleet transport vehicles			
Resources	Staff	Approx 40 staff geographically dispersed	
	Finance	Responsible for vehicle repair and maintenance budgets of approx £4m pa	
	Physical	9 Fleet Maintenance Workshops, Repair and maintenance of approx 1400 vehicles/plant inc 200 O licence vehicles	
	Clients	Various internal council clients and external clients e.g. MOT, service and repair	
Duties and key result areas: <div><div>1. To line manage staff and carry out appraisals.</div><div>2. To assist the Fleet Manager in the management of the overall performance of vehicle inspection, repair and maintenance across the council's fleet.</div><div>3. To ensure all fleet inspection, repair and maintenance is undertaken in accordance with agreed procedures, to meet the adopted quality and performance standards.</div><div>4. To ensure work is undertaken in an efficient and cost effective manner, whilst meeting statutory targets for the timeliness of inspections.</div><div>5. To act as lead officer in ensuring the standard of service delivered by the service meets the council's criteria for quality, timeliness, vehicle availability and that the maintenance and repair of vehicles is in accordance with the agreed specification; where quality does not meet the council's standards liaising with the Fleet Manager and recommending appropriate solutions.</div><div>6. Ensure all documentation relating to vehicle defects, rectification of defects, maintenance documents meets the council's agreed standards and complies with legislative and regulatory requirements.</div><div>7. To act as line manager for workshop management and supervisory staff, ensuring all personnel issues such as attendance, performance, training and health and safety issues are managed in line with the council's agreed policies.</div><div>8. To give appropriate technical, legislative and Road Transport Law advice to line managed staff, senior managers and users.</div><div>9. To be named on the council's Operator's Licence (The Goods Vehicle [Licensing of Operators] Regulations) as issued by the Traffic Commissioner as Licensing Authority to operate a LGV (Large Goods Vehicle) fleet. For legal undertakings and declaration of arrangements to comply with the licence.</div><div>10. To assist and ensure the council complies with all conditions of the 'Operators Licence'.</div><div>11. To enforce workshop legislative requirements (Health and Safety at Work) specifically COSHH (Control Of Substances Hazardous to Health), PUWER (Provision and Use of Work Equipment Regulations), LOLER (Lifting Operations and Lifting Equipment Regulations), Pressure System Safety Regulations, HAVS (Hand Arm Vibration Syndrome), PAT (Portable Appliance Testing), Abrasive Wheels Regulations, Safe use of Oxy/fuel Compressed gas code of practice and health surveillances are managed appropriately.</div><div>12. To manage the maintenance and workshop operating costs budget in line with agreed financial targets.</div><div>13. To ensure compliance with the council's agreed procedures such as financial and procurement procedure rules as they relate to fleet maintenance.</div><div>14. To act as AEDM (Authorised Examiner Designated Manager) for the vehicle MOT (Ministry Of Transport) testing facilities as declared by the CEO (Chief Executive Officer) for the council as AE (Authorised Examiner) and VOSA (Vehicle Operating Services Agency), and Legally responsible for and to ensure the AE, MOT facilities and staff comply with all VTS (Vehicle Testing Station) requirements as laid out by VOSA.</div><div>15. To ensure all aspects the AEDM post is fulfilled and VTS testing standards are maintained.</div></div>			

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

16. To provide excellence in customer care for all aspects of the service.
17. To investigate personnel accidents as and when they arise following council procedures.
18. To investigate non compliances where these impede the conditions/issue and operation of the Operators Licence.
19. To create service schedules and service documentation, and implement into fleet managements system.
20. To identify and lead tender requirements for supplies and services as required.
21. To negotiate and create maintenance agreements or contracts to fulfil all maintenance requirements.
22. To ensure training requirements are managed for line managed staff.
23. To create and/or develop policies and procedures for large scale information systems as these changes occur or mature.

Work Arrangements

Transport requirements:	Involves travel to all maintenance facilities, contractors and governing bodies as required.
Working patterns:	Normal standard hours but with a willingness to work outside these hours to solve problems or make representations to contractors, sub-contractors or governing bodies/agencies.
Working conditions:	General office based, but representations at workshops, sites or contractors for technical advice would give exposure to ranging temperatures and unpleasant smells (household waste). To visit workshops on a frequent basis.

Northumberland County Council PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • CPC (Certificate of Professional Competence) – (OCR Level 3) in National Road Haulage. • Member of professional institute e.g. CILT (Chartered Institute of Logistics and Transport), IRTE (Institute of Road Transport Engineers) or equivalent. • Comprehensive knowledge of Road Transport Law. • AEDM (Authorised Examiner Designated Manager) for vehicle MOT (Ministry Of Transport) testing scheme. • Comprehensive knowledge of fleet maintenance procedures including new technologies and industry advances. • Comprehensive knowledge of Health and Safety requirements specifically – RA (Risk Assessment), COSHH (Control Of Substances Hazardous to Health), HAVS (Hand Arm Vibration Syndrome), PUWER (Provision and Use of Work Equipment Regulations), LOLER (Lifting Operations and Lifting Equipment Regulations), IOSH (Institute of Occupational Safety), PAT (Portable Appliance Testing), Pressure System Safety Regulations, Abrasive Wheels Regulations, Oxy/fuel compressed gas safe working code of practice. • Detailed knowledge of a variety of different vehicle and plant types. • Numerate – GCSE or equivalent mathematics • Time served and qualified mechanic, with substantial post-qualification experience and recognised vocational qualifications equivalent to City & Guilds level 4 (NVQ level 3). • Literate, demonstrated by GCSE standard of education 	<p style="text-align: center;">Driving Licence categories C, E</p>	

<ul style="list-style-type: none"> • Knowledge of all aspects of Operators licence management – Guide to Maintaining Roadworthiness, administrative aspects of Operators licence, applications and decisions, drivers' hours, Working times directive, tachographs regulations, • Knowledge of vehicle and plant specifications and specifically Construction and Use Regulations. • Full Driving Licence for categories B, B+E, C1, C1+E, D1, D1+E 		
Experience		
<ul style="list-style-type: none"> • Experience in managing vehicle, plant and machinery maintenance in a comparable organisation. • Experience of managing administrative aspects of Operators licence, and familiar with all aspects of maintaining roadworthiness in a comparable organisation. • Experience of partnership working e.g. insourcing/outsourcing arrangements. • Experience of managing vehicle maintenance workshops. • Experience in dealing with enforcement bodies (VOSA – Vehicle Operator Services Agency, HSE – Health & Safety Executive, Police) and/or authorities. • Experience of quality management system e.g. ISO 14001, ISO 9000 and OHSAS 18000. • 	<p>Experience of working within different organisations/different types e.g. private sector maintenance environment</p> <p>Experience of multi site management/remote worker management</p> <p>Experience of managing budgets</p>	
Skills and competencies		
<ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to work on own initiative, solve complex problems, to prioritise and organise own work loads over a broad area, to ensure excellent customer services and all aspects of legal requirements are satisfied. • Ability to make decisions quickly and decisively to ensure high quality customer service. • High level of communication skills to communicate complex information by telephone, email, letter and in person with a wide range of people. This includes members of staff in user departments, Members of the public, VOSA (Vehicle Operator Services Agency) covering all legal aspects of fleet and VTS (Vehicle Testing Station) management, Partners and suppliers of spare parts/services and information. • Ability to cope with conflicting priorities and use initiative to solve problems • Ability to apply council and section policies robustly, yet still maintain positive working relationships. • Ability to lead a team remotely, to manage staff at a distance, and multi site management. • Competent at resolving staffing issues, including industrial relations issues • Competent in the use of a variety of ICT packages – Microsoft office suite, fleet software packages, and financial packages. • Competent in creating documentation to support maintenance 		

<p>requirements including service schedules, inspection sheets and sub-contractor forms.</p> <ul style="list-style-type: none">· Ability to create/develop systems and processes to support the changing demands of the service.· Ability to lead Project, Tenders and Contracts to support the service needs.		
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Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Ability to prioritise from conflicting demands. • Ability to remain calm, diplomatic and professional in difficult circumstances. • Ability to organise a number of complex tasks and manage multiple projects and priorities to ensure the needs of the service are met. • Self starter able to act on own initiative to solve problems quickly and effectively. • Ability to balance service needs, customer needs, quality, safety and cost effectiveness. • Ability to travel to multiple sites and locations both within and outside the county boarder • Prolonged periods of concentration required. 		
Motivation		
<ul style="list-style-type: none"> • Proactive and achievement orientated. • To create and encourage a positive work culture, in which diverse, individual contributions and perspectives are valued. • Dependable, reliable and committed to achieve the highest possible standards for the service. • Open and supportive 'of change' to ensure industry leading standards of service. 		
Other		
Comments		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits