

JOB DESCRIPTION

JOB TITLE: Corporate Fleet Vehicle and Facilities Manager POST NO:

DEPT/SECTION: Operational Services Division SCP: 7

RESPONSIBLE TO: Central Services Manager

RESPONSIBLE FOR: The corporate management, maintenance and repair of all Council vehicles, plant and equipment both leased and owned. The upkeep, maintenance and general running of Stonegravels Depot.

MAIN PURPOSE OF POST:

To provide the management of a well-maintained and safe fleet of vehicles for the use of Council staff and operatives.

Manage the upkeep and general maintenance of Housing Services – Operational Services Division facilities at Stonegravels Lane.

DUTIES AND RESPONSIBILITIES

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

1. Prepare and implement programs for the regular testing and maintenance of the fleet vehicles, in liaison with the Leasing company
2. Control and manage the Depot and fleet vehicle budget
3. Control and manage all driver employees (vehicle based) – approx 250 vehicles
4. Arrange for the valeting of vehicles as and when required
5. Assist with the procurement of new vehicles and the hire of vehicles as and when required.
6. To procuring replacement vehicles and short term hire vehicles as required to ensure continuous provision of service to the Council and public
7. To assist the Central Services Manager with any fleet related enquiries or complaints received from other agencies or the public
8. To ensure safe parking and security of all vehicles within the Depot
9. Providing assistance to ensure all documentation is completed for insurance claims and all databases are kept up to date
10. Program and arrange maintenance of any Council owned plant and equipment - JCB front loader, Fork lift trucks etc

11. Order and receive parts and materials in line with the above by electronic means
12. Carry out vehicle inspections at regular intervals and at changeover or when employees leave.
13. Liaise with the Stores Procurement Officer to manage van stock checks on a rolling basis in accordance with Stores processes.
14. Document and investigate any road traffic accident or vehicle incident and notify relevant sections for insurance claims etc.
15. Manage the regular maintenance, repair or replacement of plant and equipment in the Stores including hand held electrical tools, access equipment.
16. Arrange for the regular PAT testing of all office based equipment.
17. Manage the general upkeep of the grounds at the Depot including grass cutting, litter collection, road sweeping, window cleaning etc.
18. Manage the general repairs and maintenance to all buildings within the Depot area at Stonegravels Lane
19. To be the nominated officer for the Councils Operators licence.

The following requirements are expected of every employee:-

- To participate in the Department's Quality Initiatives.
- To use the Authority's Computer Systems in respect of the duties of the post and to have particular regard to the Data Protection Act.
- To be aware of, and implement the procedures relating to Health and Safety.
- To attend in-service training as required.
- To be aware of, and implement, the Council's Equal Opportunities Policy.
- Must be prepared to work flexibly within the team including offering suitable relief cover during periods of absence.
- Must be prepared to attend on site outside normal working hours in response to emergency situations.
- Any other duties which are similar in level of responsibility
- Duties may need to be carried out at any Council work location.

- Drive departmental vehicles as required/use departmental plant, tools, and equipment as necessary.

SPECIAL FEATURES OF THE POST

You may be required to carry out those duties at your present workplace or at another Council site.

PERSON SPECIFICATION

JOB TITLE

DEPT/SECTION

Corporate Fleet and Facilities Manager

Operational Services Division

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

- Must have knowledge of organising and maintaining fleet vehicles
- Must have knowledge of vehicle maintenance, upkeep of all vehicles and arranging and monitoring schedules.
- Ensuring that statutory requirements to Fleet and Fleet users are applied and upheld.
- The ability to deal with insuring a large fleet and dealing with all insurance related issues appertaining to the fleet, including claims and accidents.
- Ability to work flexible hours
- Must possess good communication skills, written and oral
- Must have knowledge of Health and Safety legislation
- Must be able to deliver training to employees
- Must possess good negotiating skills
- Must have good IT skills and be efficient with Word and Excel and the use of spreadsheets

DESIRABLE

- Detailed knowledge and ability to use IT systems
- The ability to apply the procurement process to the Councils fleet
- Knowledge of stock and control of stock on the Councils vehicles
- To have experience of a detailed tracking system

EXPERIENCE

ESSENTIAL

- Must have experience of dealing with a multi skilled and multi disciplined craft and manual workforce
- Must be able to audit and monitor use of fleet vehicles and ensure value for money
- Experience in appointing and supervising sub-contractors and suppliers
- Must have experience in report writing and generating progress statements and reports
- Must have experience in operating quality control systems including the carrying out of audits and remedial actions
- Previous experience of Fleet and Facilities Management

DESIRABLE

- To have experience in a Local Authority environment.
- To have been a previous 'O' License holder

QUALIFICATION/TRAINING

ESSENTIAL

- Fleet Management qualification such as **Institute of Car Fleet Management** Diploma or equivalent
- Hold a full driving licence.

DESIRABLE

- Technical or Managerial qualifications such as ONC, City and Guilds trade qualification
- Management qualification such as ILM.
- HGV Licence