

JOB DESCRIPTION

JOB TITLE: Corporate Fleet and Facilities Assistant

POST NO:

DEPT/SECTION: Operational Services Division SCP: 4

RESPONSIBLE TO: Corporate Fleet and Facilities Manager

RESPONSIBLE FOR: Providing assistance and support to the Corporate Fleet and Facilities Manager to ensure the Council comply with legislation and policies and procedures.

LIAISON WITH All members of staff and operatives throughout the Council and other external parties as and when required to fulfill the duties and responsibilities as set out below

MAIN PURPOSE OF POST:

To provide support to the Corporate Fleet and Facilities Manager so that the fleet is controlled and all paperwork is completed ensuring the Council complies with all legal and Health and Safety requirements. To provide cover for the Corporate Fleet and Facilities Manager when necessary. Assist with the co-ordination of the upkeep and general maintenance of the Stonegravels depot.

DUTIES AND RESPONSIBILITIES

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

To assist the Corporate Fleet and Facilities Manager with:

1. The accurate completion and collection of the vehicle log sheets from operatives
2. Making appointments and arranging for collection and delivery of vehicles as required for servicing/repairs/stock taking etc
3. To procuring replacement vehicles and short term hire vehicles as required to ensure continuous provision of service to the Council and public
4. Assisting with random vehicle checks across the fleet
5. Carrying out weekly checks to the Mayors vehicle and the Council's pool vehicle and arranging for valets etc when necessary
6. Liaising with operatives and staff when necessary so that servicing and vehicle repairs can be carried out

7. Arranging for the valeting of vehicles as and when required
8. Assisting the Corporate Fleet and Facilities Manager with vehicle inspections at regular intervals and at changeover or when employees leave
9. To ensure safe parking and security of all vehicles within the Depot
10. Providing assistance to ensure all documentation is completed for insurance claims and all databases are kept up to date.
11. To be responsible for the cleanliness and tidying within the curtilage of the depot.

Any other duties which are equal/similar to the responsibility level and grade of the post.

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.
- 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

Job Title

Dept/Section

Corporate Fleet and Facilities Assistant
Operational Services Division

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

- Ability to work on own initiative and as a member of a Team
- Possess good communication skills, written and oral
- Ability to work under pressure and to meet deadlines
- Careful attention to detail and an ability to record information accurately and legibly
- Ability to work flexible hours
- Have good IT skills and be efficient with Word and Excel and the use of spreadsheets
- An awareness of Equal Opportunities and a commitment to implement the Council's Policies on equal opportunities

DESIRABLE

- Knowledge of Health and Safety legislation
- Knowledge of organising and maintaining fleet vehicles
- Knowledge of vehicle maintenance, upkeep of all vehicles and arranging and monitoring schedules.
- Knowledge of insuring a large fleet and dealing with all insurance related issues including claims and accidents

EXPERIENCE

ESSENTIAL

- -

DESIRABLE

- Able to audit and monitor use of fleet vehicles and ensure value for money
- Previous experience of Fleet and Facilities Management
- In a Local Authority environment.
- Appointing and supervising sub-contractors and suppliers

QUALIFICATION/TRAINING

ESSENTIAL

- Hold a full driving licence.

DESIRABLE

- -