



hct group

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Version	1

Job Description			
Post Job Title:	Engineering Support Controller	Reports To Job Title:	Engineering Manager
Location:	CT Plus	Depot Based	Yorkshire
Grade:		Safety Status:	Applicable
Job Family:	Engineering		
1.	Purpose of the Job		
1.1	Reporting to the Engineering Manager with the day to day responsibility for the support of the Engineering function in accordance with the Company's policies and standards in order to ensure compliance and provide data for management reports.		
2.	Key Accountabilities	KPI *	
2.1	Support the Engineering Manager with the administration of the engineering function. Ensure administration systems are maintained to meet company Operators' licence, Engineering policy and statutory law requirements.	Reliability/Performance Profit/Cost Control Safety People Development	
2.2	To manage the ordering and ensuring the timely delivery of vehicle spares requirements.	Safety standards Legal compliance	
2.3	To undertake any other duties commensurate	Performance	
2.4	To provide timely management reports on the performance of the engineering function both financial and efficiency.	Performance/Reliability Audit Results	
2.5	To assist in the preparation of maintenance plans and programming	Legal compliance	
2.6	To assist in the preparation of outside agencies coming on site	Performance/Reliability Compliance	
2.8	To maintain vehicle documentation	Legal compliance	
2.9	To administer vehicle licensing ensuring vehicles are legal at all times.	Legal compliance	
2.10	To manage the fuel computer system and report back on fuel usage data.	Reliability/Performance Profit/Cost Control	
2.11	Working practices should be undertaken in accordance with Health and Safety and Environmental regulations and safety within the Depot reviewed on a regular basis to ensure the Health and Safety of all employees under your control as far is reasonable possible.	Safety standards Legal compliance	
3.	Role Dimensions		
Financial		Non-Financial	
Budgetary responsibility		Systems maintenance	
4. Main Contacts (External/Internal)*			
Who	Frequency	Purpose	
Engineering Manager	As required	To report on performance	

Materials Controller	As required	To optimise procurement efficiency
External Stakeholders	As required	Clarification and confirmation of engineering related issues
5. Experience, Knowledge & Qualifications Required		
5.1	Understanding of the road passenger transport sector.	
5.2	Nurate and the ability to communicate information in a detailed manner at all levels to non-specialised staff	
5.3	Ability to work flexibly	
5.5	Ability to work with colleagues in a collaborative manner	
5.6	To undertake any other duties commensurate	
6.	Health & Safety Responsibility	
6.1	Have a duty of care for the health and safety of yourself and your colleagues at all times, including a duty to report unsafe acts or omissions to safety. You should always follow all safety instructions in respect of how you undertake your role within the Business.	
6.2	Maintain a safe place of work for all employees and others and complete regular planned general inspection to ensure that workplace safety is maintained.	
7.	Safety Critical	
7.1	Comply with all company policies including the Safety and Environmental Policy Statements and Drugs and Alcohol Policy.	
7.2	Be aware of the fire and emergency arrangements for each location visited.	
8.	Authority	
Authorised By:	Peter Walch	
Date:	18/10/2017	