



hct group

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Version	2

Job Description			
Post Job Title:	Engineering Manager	Reports To Job Title:	Head of Engineering
Location:	CT Plus	Depot Based	Multi Garages/West London
Grade:		Safety Status:	Applicable
Job Family:	Engineering		
1.	Purpose of the Job		
1.1	Reporting to the Head of Engineering with the day to day responsibility for running the Engineering facilities in accordance with the Company's policies and standards in order to deliver a consistently reliable, safe, high quality and punctual service in line with specified targets, contractual obligations and commercial objectives across multi sites.		
2.	Key Accountabilities	KPI *	
2.1	Support the Head of Engineering with the running of the engineering function.	Reliability/Performance Profit/Cost Control Safety People Development	
2.2	Ensure that all vehicles maintained in the workshop meet company Operators' licence, Engineering policy and statutory law in respect of safety, reliability and condition through effective work planning control, preventative maintenance and maximum utilisation of staff and facilities.	Reliability/Performance Safety standards Legal compliance	
2.3	To monitor and control the driver and vehicle defect systems in order to implement prompt action to clear defects ensuring that no vehicle returns to service in an illegal or unsafe condition.	Performance/Reliability Audit Results	
2.4	To monitor the implementation of all work programmes i.e., Servicing, Refurbishment, Repainting, Vehicle cleaning plus any other modification programmes.	Performance/Reliability Audit Results	
2.5	Ensure daily/ weekly /monthly targets are achieved as set by Management and all work is carried out to the Company standards and company documentation and systems are used correctly i.e. service sheets, clock cards, job cards etc.	Performance against budget Cost control	
2.6	To ensure that there are sufficient staff present at all times in order to achieve targets/ standards and this is carried out with no detrimental effect to service.	Performance/Reliability	
2.8	Ensure that all spend is kept within budgetary guidelines	Cost control	
2.9	To assist in the allocation of all work and ensure this is completed efficiently and effectively, updating the Group Head of Engineering on a regular basis of any issues that may arise.	Daily output / Performance Targets Cost Control	
2.10	Maintain Company Standards by means of disciplinary, training and other procedures, ensuring that Company rules are adhered to by Engineers and other staff.	Daily output / Performance Targets	
2.11	To ensure that the workshop / depot plant and equipment is maintained in a safe condition and used only by competent personnel. Ensure that all records relating to vehicle maintenance, Health and Safety, COSHH, fire	Safety standards Legal compliance	

	regulations, plant and equipment maintenance and inspections are kept up to date in accordance with the company procedures.	
2.12	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.	Performance Targets Safety standards Legal compliance
2.13	To ensure that the Company's engineering targets for MOT's, Servicing, EQM, lost mileage, etc. are achieved.	Performance Targets
2.14	To undertake any other duties commensurate with the Grade.	Performance
3.	Role Dimensions	
Financial		Non-Financial
Budgetary responsibility		Skilled / Unskilled Staff, Cleaning Contractors
4.	Main Contacts (External/Internal)*	
Contacts	Frequency	Purpose
Head of Engineering	Daily	To ensure all work is allocated as required and any engineering plans are communicated effectively to the staff.
Operations Manager	As required	To report on performance
Regional Director	As required	To ensure effective communication between the engineering and operations department
External Stakeholders	As required	Clarification and confirmation of engineering related issues
5.	Experience, Knowledge & Qualifications Required	
5.1	Excellent understanding of the road passenger transport sector, including all relevant legal and external regulations and requirements for the operation of passenger carrying vehicles.	
5.2	Excellent working knowledge of all daily site procedures, engineering processes, health and safety regulations, DVSA standards, and people management practices	
5.3	Good knowledge of bus sector legal requirements relating to vehicle specifications.	
5.4	Numerate and the ability to communicate technical information in a detailed manner at all levels to non specialised staff	
5.5	Ability to work flexibly	
5.6	Ability to work with colleagues in a collaborative manner	
5.7	Excellent working knowledge of the current fleet enabling the individual to advise staff when technical issues arise. Ability to accurately diagnose and repair basic/complex vehicle faults on a number of levels.	
5.8	To undertake any other duties commensurate with the grade.	
6.	Authority	
Authorised By:		
Date:		
I acknowledge receipt of this job description and I confirm that I am fully conversant with its content		
Post Holders Name:		
Post Holders Signature:		
Date:		

* Only applicable for Manager Grades and above.