

Job Title: Fleet Engineering Manager
Reports to: Regional Director
Department: Engineering
Location: **Powells Hellaby**

Responsible for: Supervisors, Stores Stock, Skilled and Unskilled Engineering Staff (If Applicable)

Main Purpose

- To provide leadership ensuring all maintenance, servicing work is planned, managed and carried out within the specified Schedule, developed and designed by you to meet the vehicles and legislation requirements
- Health Safety and Budget parameters, while ensuring compliance to Group Standard Operating Procedures as well as any relevant legislative requirements.

Main Areas of Responsibility

- To provide Leadership and Motivation to the staff.
- To plan and manage the maintenance and servicing of the fleet.
- To fully comply with all H & S legislation along with Group policies.
- To fully comply with all relevant Engineering SOPs.
- To provide guidance to other staff as required.
- Communicate effectively with colleagues and managers.
- Maintain and develop technical skills as required.

Signed _____

Date _____

Introduction

The following information is to provide a more rounded understanding of the role and some information of the requirements of the post holder.

PERFORMANCE MEASUREMENT (Key performance indicators which you will be measured against)

- Health & safety group targets.
- MOT first time pass rate.

- Vehicle Maintenance Programme –Services, Inspections, MOTs, Cleans per week.
- Engineering costs per mile).
- Compliance of audits.
- Repeat defects.
- VOSA Prohibition rates.
- Management and development of the business unit as a team player.

Health & Safety

- To be aware of HCT Group policies and your own responsibilities under the Health & Safety at work etc. Act 1974
- To report all injuries, collisions, near misses and dangerous occurrences to their manager and assist with the investigations where required.
- To ensure that all safe systems of work and policies that have been drawn up are implemented consistently.
- To encourage safe working practices, reporting matters of concern, participation in safety campaigns and suggestions to improve safety standards at your location
- To undertake and assist with the carrying out of risk assessments and communicating the results to staff.
- To undertake safety conversations with staff.
- To ensure that where personal protective equipment is specified and issued for a particular activity or area, it is used in the appropriate manner.
- To ensure that all contractors are aware of and adhere to the group on-site health and safety policy
- To continue to promote a safety culture to all staff at all times

Environmental Management

- To ensure compliance with the requirements of the environmental management manual.
- To report incidents and complaints to the Regional Manager.
- To report immediately, to the Regional Manager, any leak, unauthorised or accidental discharge or any other hazards to the environment.
- To ensure protective clothing and equipment is used at all times.

Working Practices

- To ensure that vehicle to run and update vehicle inspection, vehicle servicing and vehicle MOT plans.
- Servicing is carried out in accordance with Group SOPs.
- To monitor details of repeat vehicle defects as identified by the Driving workforce to the relevant workshop for remedial action.
- To control and manage labour overtime in line with engineering budgets.
- To ensure all vehicle records are kept up to date in accordance with Group SOPs.
- To complete a 10% quality vehicle servicing and vehicle MOT audit.

- To carry out monthly audits of vehicle records and workshop standard operating procedures to ensure full compliance (e.g. Processing vehicle defect cards, recording individual job times etc).
- Audit of vehicle cleaning standards in line with group standard operating procedures.
- Ensure vehicles comply with all statutory regulations.
- To process weekly Defect cards from the Driving workforce ensure all tasks are completed on time.
- To ensure that all warranty claims for labour and materials are processed.
- To ensure that external contract maintenance for plant and equipment is carried out according to agreed schedules.
- To ensure all labour hours and material issues are recorded for specific activities on Vehicles in line with SOPs.
- To ensure no parts are booked out of stores without an order number or fleet number with the correct (Reason code).
- To ensure parts replaced under warranty are returned to stores fully labelled and in a clean condition.
- To adhere to good housekeeping practices including general tidiness of the business

Technical Knowledge and Training

- Minimum level 3 NVQ standard or equivalent (i.e. City & Guilds level 1 & 2).
- To be fully conversant with the safe operation of workshop equipment including, hydraulic vehicle lifts, pressurised oil and waste systems, battery chargers and starters, trolley jacks, scaffolding, pressure wash and automatic washing equipment, headlamp alignment tester, hydraulic jacks and testing equipment, drilling machine, torque wrenches, pedestal grinders and general portable equipment (i.e. air guns, drills, electric and pneumatic hand tools etc) as required.
- To have knowledge of the relevant legislations.
- To have the necessary IT skills such as MS Office, email and internet.
- To undergo formal development, assessment, attainment and retention of a recognised engineering and management qualification, to NVQ level 3, in all aspects of the position.
- To attend appropriate underpinning training opportunities and to complete them to the suitable standard within an agreed timescale.
- Must be in the possession of, or capable of obtaining a full PCV licence and forklift truck licence if required.

Communication and Teamwork

- To provide leadership and motivation.
- To give training and guidance as required.
- To actively and willingly participate in any training and development programmes.
- To keep up to date with all information that affects your job.
- To ask for and receive feedback in a positive and constructive manner.
- To gather and analyse all facts, and then make a responsible and informed decision.
- To be non-discriminatory and report *any* bullying or harassment in the workplace.

Company Duties

- To be sufficiently flexible in respect to working hours and job roles to ensure that commitments are fulfilled.
- Understand the company's engineering functions and individual business/ performance objectives.
- Establish and maintain effective relationships with colleagues.
- Ensure full participation at team meetings.
- Represent the company in a professional manner at all times.
- To carry out any other duties as may reasonably be requested by your line manager.