

HEAD OF FLEET SERVICES – PERMANENT POSITION

PO Grade - SPC 35 – 41 (£40,472 - £47,638)

Become part of Douglas Borough Council and you will get to do so much more than simply manage. You will drive changes and improvements in the way the Fleet Services work and you will build strong internal and external relationships. You will lead and inspire your team whilst providing a vital service to the Council and the Community.

You will be responsible for taking ownership and accountability for the fleet services ensuring performance levels are achieved within defined financial and operational directives. You will also be responsible for directing and managing the team, facilitating a collaborative and inspiration teamwork approach.

You will effectively manage and motivate the team in all management activities, as well as controlling costs and driving efficiencies within the Department. A key element of this role will be to ensure the team is compliant with all relevant regulations regarding fleet safety and internal compliance.

The ideal applicant will have previous experience of effectively managing and developing a team as well as experience in planning, designing and implementing a Fleet development plan to address future requirements. You will be in possession of a recognised transport professional or hold a relevant engineering qualification (NVQ Level 5 or above) as well as a National Certificate of Professional Competence (CPC). A HGV Class C full driving licence is also essential.

Experience in a similar environment including leading a team, managing budgets and the ability use software to manage the fleet is essential. Organisational and communication skills are also essential.

This role is ideal for an ambitious Fleet professional who is looking for a new opportunity where he/she can take real ownership and push forward the Council's fleet operation, a diverse portfolio in excess of 60+ vehicles and 300 items of plant.

An application pack can be obtained from the HR Department on 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library, Douglas.

The closing date for the receipt of completed applications is 5.00 pm, Friday, 22nd February 2019.

DOUGLAS BOROUGH COUNCIL – JOB EVALUATION SCHEME

JOB DESCRIPTION

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Fleet Services
DESIGNATION	Head of Fleet Services
REPORTS TO	Assistant Chief Officer (Environment)
DURATION	Permanent
GRADE	PO Grade: SCP 35 – 41 (£40,472 - £47,638)
HOURS OF DUTY:	Monday – Friday (37 hours per week) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)

MAIN PURPOSE OF THE JOB

Direct and perform managerial duties involved in organising, supervising, monitoring and co-ordinating the daily operations of Fleet Services to include the maintenance of all vehicle and plant operations and ensure the Council complies with its 'O' licence. Monitor expenditure ensuring budgets are maintained within set limits.

Support the Assistant Chief Officer (Environment) in providing a quality cost-effective Fleet Service to the Council, ensuring the management and delivery of the service complies with appropriate legislation, professional standards and the Council's standards, policies and priorities.

SUMMARY OF MAIN DUTIES

1. Responsible for the management and supervision of the staff of Fleet Services, ensuring duties are assigned appropriately and work is performed in a correct and efficient manner. Work with administrative staff to design services to meet the Council's goals and objects.
2. Responsible for the management of Fleet Services budget, communicating with staff to ensure budgets are maintained within set limits. Responsible for achieving the best use of all available resources, within budgetary and safety constraints, ensuring minimum vehicle downtime at all times.
3. Compile financial, technical and statistical reports for presentation to Committee to support the annual estimates and budget process. Responsible for monitoring Fleet Services expenditure on an ongoing basis throughout the year and for reporting any exceptions accordingly.
4. Responsible for the compilation and implementation of Fleet Services related policies.

5. Responsible for the management of the vehicle pool system and ensuring the Council complies with its 'O' licence. Responsible for annual vehicle testing, vehicle familiarisation, driver assessment and arranging cyclical assessment of all drivers (7.5 tonne upwards). Ensure deadlines are met with respect to regular checks on systems to include servicing, stores (audit), testing and certification.
6. Responsible for ensuring record maintenance and security of test documentation. Ensure all test equipment is calibrated and certified.
7. Responsible for making decisions relating to repair, routines and maintenance of vehicles, plant and equipment and for the control and monitoring of hiring in of equipment, plant or vehicles. Responsible for vehicle disposal, ensuring the best return for the Council.
8. Responsible for overseeing all Fleet Services administration functions, such as information systems, defect reporting, customer service, filing and correspondence.
9. Responsible for ensuring Fleet Services employees and indirectly all employees involved in the repair and maintenance of vehicles, plant and equipment are trained to required standards and kept up to date with new developments
10. Responsible for ensuring appropriate paperwork, to include up-to-date records of quality production and documentation, is maintained in an efficient and accurate manner and are reviewed as necessary to secure compliance with current Regulations.
11. Communicate with Departments/Services to ascertain vehicle requirements and any changes in specification of needs. Advise the Assistant Chief Officer (Environment) of vehicle procurement and replacement programmes.
12. Prepare reports and analysis on tenders for submission to Committee within agreed programme dates, ensuring correct procedures are adhered to at all times in accordance with the Council's Constitution. Ensure documentation is prepared as required by the Assistant Chief Officer (Engineering) in advance of all relevant meetings.
13. Responsible for the management of any fleet management systems including vehicle tracking and CCTV on vehicles.
14. Responsible for compliance with LOLER Regulations and any other relevant standards (eg, VOSA) at required intervals.
15. Responsible for the completion of incident reports which may require the involvement of insurance parties where appropriate and where not undertaken by line managers. Responsible for arranging the repair of accident damage to vehicles/equipment. Ensure the Director of Environment & Regeneration and the Assistant Chief Officer (Environment) are made aware of any sensitive issues.
16. Responsible for the management of Fleet Services related contracts.
17. Responsible for ensuring all health and safety requirements are met and that all Fleet Services areas are maintained to a good standard of repair and cleanliness. Ensure Fleet Services employees take all appropriate and reasonable precautions to protect themselves, the public and other staff, from any risks arising from Fleet Services operations. Ensure the application of Fire, First Aid and Safe Working Practices.

18. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
19. Contribute to and participate in the Environment & Regeneration Departmental Management Team. Attend Committee/Agency meetings as required by the Director of Environment and Regeneration or the Assistant Chief Officer (Environment).
20. Such other duties within a similar level of responsibility as may from time to time be required by the Director of Environment and Regeneration or the Assistant Chief Officer (Environment).

SELECTION CRITERIA

Essential

1. Recognised transport professional or relevant engineering qualification (NVQ Level 5 or above)
2. Transport Managers Certificate of Professional Competence (CPC), Road Passenger or Road Freight
3. 5 GCSEs at grade C or above including English Language or equivalent qualifications
4. Management, supervisory, performance management and interpersonal skills
5. Minimum of 5 years' experience of engineering/vehicle maintenance workshops
6. HGV Class C driving licence
7. Current valid full driving licence

Desirable

1. Public Sector experience
2. An awareness of Health & Safety legislation in work practices and environment
3. Experience in the preparation of management and control of budgets
4. Purchasing experience
5. Experience of Municipal equipment to include refuse collection vehicles, mechanical sweepers, agricultural equipment and hoist platforms
6. Experience of preparing papers, reports and business plans
7. Excellent communication skills, both verbal and written
8. Detailed knowledge of current legislation and best practice relating to road vehicles, plant and equipment
9. Understanding of delivering and managing customer facing services