Fleet and Engineering Manager

Grade 13

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

County Fleet is a trading service that is responsible for the sourcing and upkeep of the Council’s directly owned vehicle fleet. It supports a wide range of services including Highways, Libraries and Countryside. It has external customers, mainly in the public sector such as schools and academies but also other local authorities.

The service operates from a dedicated workshop in Stafford but supports the council and other customers across the whole county.

Reporting Relationships

Responsible to: Assistant Director for Commercial and Assets

Responsible for: Workshop Controller, Workshop Supervisor, Leasing and Procurement Administrator, Finance and Administration Officer and Workshop Technical Staff

Key Accountabilities:

1. Responsible for delivering Fleetcare’s business plan and managing the units trading performance to meet MTFS targets. Developing strategies, business and marketing plans that ensure the continued financial viability, increase the opportunities for securing further business and partnerships which enhance the reputation of the county and increase the viability of the unit.
2. Responsible for managing vehicle provision through an internal contract hire company (County Fleet care CFC) and the procurement and disposal of all vehicles, plant & equipment ensuring that best value is achieved
3. Take the lead role in liaison with clients on all their transport and plant needs, and the management of customer contracts. Prepare bids, quotes and technical specifications and oversee the operational management of the contracts to ensure that service and quality delivery complies with the contract and client requirements.
4. Provide advice, recommendation and assistance on matters relating to the preparation and maintenance of equipment to ensure that safety, legal, Operator licensing compliance and operational requirements are fulfilled.
5. Undertake the statutory compliance role of SCC’s nominated Transport Manager and Vehicle Operator Licence Certificate of Professional Competence holder for all commercial vehicles operated by the authority.
6. Undertake the statutory compliance role of VOSA Authorised Manager for Fleetcare’s MOT test station designation
7. Direct the operation to ensure that both vehicle downtime and maintenance costs are minimised and that the in-house workshop is appropriately equipped, resourced, maintained and operated to meet client needs. Ensure that all legal calibrations and tests are carried out to ensure compliance
8. Manage budgets to ensure expenditure is monitored and controlled and that value for money is obtained and customers are charged for services provided. Supervise and instruct staff in financial and management accounting procedures, establishing performance indicators, bench marking and monitoring output and costs on a regular basis.
9. Ensuring financial regulations and standing orders are adhered to and procurement tenders are maintained in accordance with policy.
10. Supervise the management of the car lease scheme to employees within the County Council and member public sector organisations.
11. Manage the Fleet Management information system to ensure the system is adequate for the needs of the organisation. To include the management of financial and vehicle records to enable efficient operational costings to be maintained. Take the lead role in managing the on-site ICT and telecommunication systems.
12. Lead on vehicle related carbon reduction initiatives and recommend alternative fuelled vehicles to users of the service (electric, hybrid and CNG) fuels
13. Develop and implement policies, standards and procedures for the engineering and technical work performed. Develop and implement motor vehicle risk policies and recommendations to reduce the financial exposure to the county council. Monitor and investigate accident claims experience and provide trend analysis.
14. Undertake role of Fleet care’s Premises Manager with particular attention to the councils underlease tenants to ensure ongoing compliance and adherence to policy
15. Manage and control the fuel cards issued to users within the county council and ensure that the users are correctly recharged back for any usage and discrepancies identified

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Engineering Degree or equivalent * Membership of appropriate recognised professional body * Current valid clean driving licence * Hold a Certificate of Professional Competence O Licence) or willingness to obtain once in post | A  A  A  A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Proven knowledge and experience of fleet management and workshop operations * Experience in detailing vehicle & equipment technical specifications * Knowledge of relevant legislation and statutory obligations relating to C&U regs and vehicle operations * Financial monitoring and budgetary control * Managing technical and operational staff * Implementing policies in an environment of change * Managing sub contractors * Knowledge of contracting, negotiating, and change management. * Experience of H&S aspects of workshop operations * Working effectively with customers, suppliers, contractors and partners * A high level of ICT competence in hardware and network requirements | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Excellent communication (oral and written) with proven influencing ability. * Commitment to customer focused solutions * Proven organisational skills * Ability to work under pressure * Ability to motivate and encourage staff to produce quality materials within tight timeframes and simultaneously manage several projects * Desire to provide a high standard of service to customers. * High levels of computer literacy to include use of MIS systems * Flexibility of working to cover the duties of the role   This post is designated as a casual car user | A/I  I  A/I  A/I  I  I  A/I  I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300