



Assistant Workshops Manager Grade H

Group: Communities & Environment

Location: Park Road Depot

Service: Street Scene

Line Manager: Fleet Manager

Car User Status: N/A

To lead and effectively manage the day to day operations of the vehicle/plant workshop ensuring it is compliant, customer focused, responsive, efficient, effective and meeting performance targets.

The key roles of this post will include:

1. To manage the Council's vehicle and plant workshop to ensure the Council's fleet of vehicles and equipment is serviced, maintained and repaired to the standards that complies with legislation and vehicle requirements.
2. To effectively manage the Fleet Administration staff to ensure the inspection, servicing, maintenance and repair of vehicles and plant is compliant with the relevant regulatory frameworks and requirements and all related documentation is complete, recorded and maintained.
3. Develop and implement Standard Operating Procedures and Guidance to ensure the quality and consistency of practice relating to vehicle and plant inspection, checks, maintenance, servicing and repair and to undertake quality control checks with regards to the Council's MOT testers.
4. Plan and allocate work and issue instructions to ensure Council employees and contractors are managed effectively.
5. To continually monitor procedures in the workshops and liaise with Fleet Manager with a view to developing and implementing improvements within the service area.
6. Deputise for Fleet Manager as required to ensure efficient running of the service.
7. To support the Fleet Manager in the development of vehicle and plant specifications to ensure that vehicles meet service needs.
8. Carry out and complete administrative tasks including all worksheets, recording hours, parts used and defect sheets to ensure efficient record keeping for the service.
9. Provide cost-effective repair and maintenance solutions for all vehicles owned by the Council to ensure minimum downtime.
10. Such other responsibilities allocated which are appropriate to the grade of the post.

Knowledge and Qualifications

Essential

Qualifications:

- NVQ, City & Guilds or Higher in HGV Maintenance or equivalent experience.
- Cat C or CE Driving Licence
- MOT Testing Certificate
- Supervisory or management training.

Experience of:

- Manual and/or computerised office systems
- Microsoft Office
- Working to deadlines
- Working in a customer focussed service
- Workload planning
- Maintaining and repairing a range of vehicles (relevant to a local authority e.g. RCV's)

Skills:

- Effective communication skills
- Good organisational skills
- Capable of working on own initiative
- Ability to diagnose and repair hydraulic and compacting systems.
- Ability to work flexibly as part of a team to deliver the service.

Desirable

Qualifications:

- Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage), or willingness to complete.
- Forklift Licence
- Management qualification

Knowledge:

- Local Authority maintenance procedures
- Financial control
- Stores operations
- Quality control

Experience of:

- Driving a range of vehicle types
- Supervisory experience in the motor industry.

Competencies

Self Awareness	Is self-aware, learns continuously and adapts behaviour in response to feedback.
Personal Effectiveness	Makes things happen, operates with resilience, flexibility and integrity
Communication	Shares and listens to information, opinions and ideas using a range of effective methods.
Delivering Results	Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.
Joined Up Working	Promotes collaborative relationships with other services and colleagues in order to improve service delivery.
Improving Delivery	Seeks out the best way to deliver services, promotes innovation and learning and manages risks.
Motivating Teams and Individuals	Creates the right environment for teams and individuals to perform to their best.
Managing Team and Individual Performance	Gives clear direction and feedback to maximise performance.
Managing Diversity	Treats individuals with respect and consideration, takes employee policy and practice seriously.