**Job Description & Person Specification**

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| **Post Title** | Fleet Workshop Supervisor |
| **JE Reference**  | W932 | **Grade**  | F+ | **SCP Range** | Leave blank |

**Reporting line:**

Workshop Manager

Fleet Workshop Supervisor

Fitters

# **Job Purpose:**

To supervise the effective operation of the Council fleet vehicle workshop and plant equipment maintenance programme, providing support, expert advice and instruction to a team of vehicle fitters.

# **Relationships:**

**Accountable to:** Lead Coordinator Workshops & Fleet

**Accountable for:** Fitters x 8

**General Contacts:** Service Lead, External Suppliers and Contractors, Members of the Public

# **Key duties and responsibilities:**

1. To supervise and direct the day to day operation of the vehicle workshops, co-ordinating the workload of individual fitters, prioritising work appropriately and overseeing the consistent quality of work.

1. To drive a culture of performance management both in terms of quality and volume of work as a team and as individuals.
2. To provide technical assistance, advice, support and mentoring to staff.
3. To contribute to the contract management process, providing insight and experience regarding specific contracts for items including supply of parts, tyres, external maintenance and vehicle hire.
4. To lead on operational workshop health & safety, driving good practice and actively identifying and responding to issues.
5. In conjunction with the Workshop Manager, ensure regular supervision and appraisals are carried out with staff.
6. To identify and champion with management and staff, more effective ways of working and efficiencies that may be implemented.
7. To act as IT system super users for staff in the workshop, resolving problems with system access

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** 29/05/2018 **Author:** Chris Moon

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| **POST TITLE** | **GRADE** |
| **Fleet Workshop Supervisor**  | F+ |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Proven track record of successful management of craft and manual staff.
* Minimum 5 years’ experience in motor vehicle maintenance, ideally in a supervisory capacity
* Regularly dictates own workload and operates without supervision
 | * Knowledge of health and safety at work.
* Experience working on a Council or equivalent organisation’s fleet vehicles.
 | A,I, C |
| **SKILLS AND ABILITIES** | * Ability to work to tight deadlines
* Excellent ability to perform under pressure
* Good people management skills
* Excellent team player
* Self starter
* Excellent communication skills
* Proactive and positive
 |  | A, I, R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * City Guilds Levels I,II,III technicians level and/or equivalent experience
 | * Management Qualification or Certificate
* Category C & D Driving Licence.
* 1st Aid Qualification
* I.R.T.E. Certificate
* H.S.E. Certificate
 | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Full, clean UK Driving Licence
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
 | * Evidence of own continuous personal and professional development
 | A, I, C  |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I  |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE