



# Job Description

## Fleet Team Leader

Department:	Operational Logistics
Grade:	SO2
Location:	Betony Road
Responsible to:	Fleet Manager

### Main purpose of the role

To supervise the Workshop and Mobile mechanics, ensuring that the work plan is adhered to in an efficient and safe manner.

To ensure the safe and effective functioning of the Workshops, whilst meeting the needs of the Service.

### Key Duties and Responsibilities

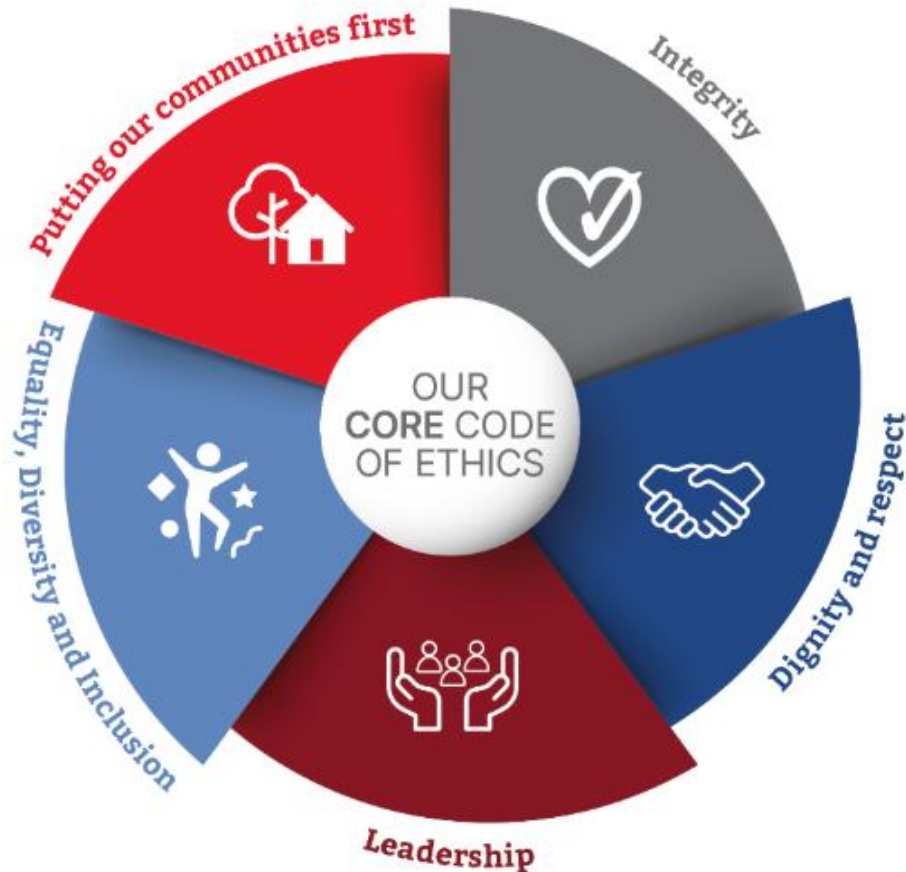
<ul style="list-style-type: none"><li>To oversee and supervise the team on a day-to-day basis ensuring that work has been allocated and completed to the highest standard within the required timescales. You will monitor productivity and ensure the consistency of the work carried out.</li></ul>
<ul style="list-style-type: none"><li>To be responsible for the recording and monitoring of all work carried out by the mechanics, to include but not limited to the completion of job cards, and Inspection-Service Sheets.</li></ul>
<ul style="list-style-type: none"><li>To ensure that mechanics follow the correct process for booking out stock from Stores.</li></ul>
<ul style="list-style-type: none"><li>To identify staff training needs, carry out IPDRs and ensure that quality and performance standards are maintained in delivering the Service Strategy.</li></ul>
<ul style="list-style-type: none"><li>To provide technical advice to Technicians and other colleagues, sharing best practice and knowledge to ensure best value for money and resources.</li></ul>
<ul style="list-style-type: none"><li>To provide resilience with practical 'hands on' assistance in the inspection, maintenance and repair of the vehicle fleet and relevant equipment.</li></ul>
<ul style="list-style-type: none"><li>To carry out fabrication work, involving welding and machining.</li></ul>
<ul style="list-style-type: none"><li>To carry out duties of the on-call mechanics Rota (1 week in 6)</li></ul>
<ul style="list-style-type: none"><li>To liaise with the Operational Logistics administrators and other Team Leaders to ensure efficient site operations including ensuring that records are accurate and up to date.</li></ul>
<ul style="list-style-type: none"><li>To support the Fleet Manager in the further development and delivery of the Vehicle and Equipment maintenance plan.</li></ul>
<ul style="list-style-type: none"><li>To identify innovation opportunities and assist with research and development of vehicles and other projects.</li></ul>
<ul style="list-style-type: none"><li>To deputise for the Fleet Manager as required &amp; when required.</li></ul>

<ul style="list-style-type: none"> <li>• To develop and maintain professional working relationships with other Team Leaders within Operational Logistics to ensure a consistently high level of work is produced to the Service.</li> </ul>
<ul style="list-style-type: none"> <li>• To liaise and maintain professional working relationships with FRS employees and external contractors and agencies as appropriate in relation to arranging testing, servicing and maintenance of fleet and equipment in accordance with agreed procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• To be responsible for the Health and Safety of all workshop related activities.</li> </ul>
<ul style="list-style-type: none"> <li>• To carry out risk assessments of the tasks and activities undertaken within the Workshop, ensure mechanics and contractors to site are working to set Risk Assessments and adopt safe systems of work. To ensure cleanliness and good housekeeping standards are applied within the workshops and mobile service vans.</li> </ul>
<ul style="list-style-type: none"> <li>• To be responsible for the quarterly, six monthly and annual testing of all equipment within the workshop and mobile service environment. This will be in line with LOLER, PUWER, PAT testing and Workplace Health and Safety Regulations.</li> </ul>
<ul style="list-style-type: none"> <li>• To attend training courses and undertake any training necessary to carry out the role.</li> </ul>
<ul style="list-style-type: none"> <li>• To promote, implement and comply with FRS policies, procedures, practices and core code of ethics, ensuring that service delivery and employment decisions are made in accordance with published FRS policies. To comply with and promote allied policies and procedures, treating all individuals without exception, with dignity and respect. To initiate appropriate action and procedures when breaches are evident.</li> </ul>
<ul style="list-style-type: none"> <li>• To undertake such other duties and responsibilities appropriate to the post and grade as may be assigned.</li> </ul>

# Person Specification

Requirements	Essential or Desirable	Identified by: AF – Application Form I - Interview
<b>Qualifications and Training</b>		
City & Guilds certificate in Repair and Maintenance of Large / Heavy Goods Vehicles. Part 1 and 2 or equivalent	Essential	AF
Category B driving license.	Essential	AF/I
LGV driving license or prepared to undergo training and test.	Desirable	AF/I
City & Guilds certificate in Repair and Maintenance of Light Goods Vehicles Part 1 and 2 or equivalent.	Desirable	AF
A National Craft certificate in the Repair and Maintenance of Large Goods Vehicles or equivalent.	Desirable	AF
IOSH or willing to work towards.	Desirable	AF
ILM Level 3 Award in Leadership and Management or willing to work towards.	Desirable	AF
<b>Experience</b>		
Recent experience of LGV / HGV / PSV Inspecting Servicing, repairs and maintenance.	Essential	AF/I
Recent LGV / HGV / PSV vehicle diagnostic ability.	Essential	AF/I
Recent fabrication work experience.	Essential	AF/I
Experience in dealing with clients and internal customers.	Essential	AF/I
Experience in Vehicle body repair work.	Essential	AF/I
The desire and ability to learn new skills and technologies as required.	Essential	AF/I
Recent experience of leading a team and setting goals / workload.	Essential	AF/I
Recent experience of implementing change / new ways of working.	Desirable	AF/I
Experience of servicing, testing and maintaining equipment such as installed water pumps, Generators, Lightweight portable pumps and ladders.	Desirable	AF/I
Experience within a main dealership.	Desirable	AF/I

Experience of Scania vehicles.	Desirable	AF/I
Experience of being on call and attending breakdown while adopting lone working policy	Desirable	AF/I
<b>Skills and Abilities</b>		
Ability to prepare reports and maintain written records of test procedures.	Essential	AF/I
Good communication skills.	Essential	AF/I
Manual and mechanical dexterity.	Essential	AF/I
A capability of working in an analytical manor when problem solving and capable of assessing the condition of components to effect repairs in an efficient manner.	Essential	AF/I
A mature attitude and an ability to work in an efficient manner whilst unsupervised.	Essential	AF/I
Ability to work safely in a workshop / vehicle servicing environment and have a working knowledge of Health & Safety practices.	Essential	AF/I
The ability to work as part of a team.	Essential	AF/I
Basic IT skills.	Essential	AF/I
An ability to maintain records in a computerised format.	Essential	AF/I
<b>Other Factors</b>		
An ability to undertake duties outside normal office hours including weekends and evenings.	Essential	AF/I
Willingness and availability to attend appropriate training courses.	Essential	AF/I



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### **Putting our communities first**

We put the interest of the public, the community and service users first.

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### **Integrity**

We act with integrity including being open, honest and consistent in everything we do.

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### **Dignity and respect**

We make decisions objectively based on evidence, without discrimination or bias.

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### **Leadership**

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

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### **Equality, Diversity and Inclusion**

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.