

JOB DESCRIPTION

POST TITLE:	Fleet Manager
POST NUMBER:	SS41
GRADE:	H
RESPONSIBLE TO:	Operations Manager for Street Scene
RESPONSIBLE FOR:	None
LIAISON WITH:	Managers and staff with Vehicles and Plant Council Vehicle & Maintenance Contractors Vehicle and Plant providers Insurance Providers Other organisations and businesses

KEY CORPORATE ACCOUNTABILITIES:

1. To lead on the replacement programme for Council vehicles and plant
2. To manage the vehicle supply and maintenance contract and associated contractors
3. To ensure the Councils are meeting their statutory and Operators Licence obligations
4. To contribute to the Councils' carbon reduction and climate mitigation strategies

KEY SERVICE ACCOUNTABILITIES:

1. Provide strategic direction so that fleet vehicles within services are procured, maintained, inspected and serviced and that the most cost effective and efficient fleet is maintained.
2. Manage vehicle and maintenance budgets allocated in accordance with Council procedures and make timely budgetary recommendations.
3. Advise on transport and plant in the Council and advise Management team on alternative products and provide the necessary advice, guidance and direction to ensure equipment required for the provision of the service is suitable and available when required.
4. Manage the procurement and maintenance contract for vehicle fleet and mobile plant of the Council. Monitor and manage contractors/partners performance information.
5. Monitoring service performance and making appropriate interventions and look for improvements that can be made.
6. Be the Council's primary Transport Manager taking responsibility for compliance with all license conditions and responding effectively to changes in guidance and regulations set by the Traffic Commissioner.
7. Authorise/certify accounts, orders and invoices, within specified limits and ensure compliance with Council Standing Orders, Financial Regulations and relevant legislation.

8. Proactively run the replacement program in liaison with service user representatives for new vehicles and plant, from specification to commissioning.
9. Ensure that adequate user training/familiarisation is carried out on delivery of new vehicles and equipment.
10. Lead on the development or amendment of Transport systems for the section, with specialist support.
11. Carry out periodic analysis of accident trends and advise relevant manager.
12. Check and approve schedules for MOTs, inspections and servicing.
13. Manage contracts and suppliers for Sat Tracking, fuel, traffic signal system, license checks and on board CCTV.
14. Monitor carbon emissions and fuel use and develop strategies to reduce fleet CO2 emissions through procurement of appropriate technology and achieving efficiencies in vehicle usage
15. Contribute to the development and implementation of corporate projects and policies.
16. Provide maximum service cover by agreement with allocated team within working time arrangements.
17. Responsible for assisting with budget setting of transport budgets for services and ongoing monitoring of the budgets
18. Ensure good Health and Safety, and Equal Opportunity practice within the section and by contractors/partners.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

The Council has a Risk Management Strategy and it is the responsibility of Heads of Service/Senior Managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<p>Evidence of management experience in Local Government relevant to an outward facing service.</p> <p>Full clean standard driving license</p> <p>Certificate of professional competence, Freight National (or equivalent) and willing and able to obtain the qualification</p> <p>Relevant Health & Safety at Work qualification</p> <p>2 year demonstrable experience of managing a relevant Fleet sections, driver training programs and accident prevention</p> <p>Good standard of education and demonstrable verbal written and numeracy skills.</p>	HGV Licence
Knowledge and Expertise:	<p>A clear understanding of all legislation related to transport.</p> <p>Sufficient mechanical knowledge of vehicles and mobile plant to make qualitative judgements and inspections on services, repairs and suitability of purchases</p> <p>Sound budget management skills</p> <p>A sound knowledge of Health and Safety Legislation</p> <p>Knowledge of road transport logistics.</p> <p>Specifying, purchasing and evaluating a diverse range of vehicles and mobile plant, typical to a local authority</p>	
Skills:	<p>Clear communication ability across several levels.</p> <p>Computer literate, able to analyse data and able to embrace new</p>	Demonstrable skills in using fleet management software.

	ESSENTIAL	DESIRABLE
	<p>packages.</p> <p>Performance monitoring</p> <p>Ability to organize and prioritise own and staff workloads</p>	
Personal Attributes:	<p>Evidence of team working</p> <p>A 'can do' attitude towards tasks</p> <p>Able to see the service as part of the big picture</p> <p>Committed to equality of opportunity and understanding of diversity issues</p>	Evidence of project management
Special Requirements:	<p>To work outside normal hours when required</p> <p>The ability to work across the Mid Devon District and outside the district on occasions</p> <p>Physically able to carry out the requirements of the post, including moving around operational work places and inspecting vehicles</p>	Able to be available for early morning starts/meetings/toolbox talks/spot checks

Date: February 2022