# Job Description and Person Specification

## Job details

Job title: **Fleet Technical Officer**

Grade: **£37,261 to £40,478 (ENC7)**

Reports to: **Fleet Manager**

Responsible for: **Fleet Officer**

Directorate and Service area: **Place and Economy / Assets & Environment**

## Purpose of the job

The Fleet Technical officer will manage vehicles operated across a wide range of service areas within the Council. Assisting and deputising for the Fleet Manager with have an in-depth knowledge of the regulatory requirements associated with fleet management providing a professional and encouraging approach to fleet operations to ensure the continuous development of the service.

## Principal responsibilities

1. To be a named Transport Manager on the authority’s Operator Licence
2. Liaise with service areas to develop and manage a programme of auditing to maintain compliance across vehicle and driver operations, to review non-compliance, provide recommendations and resolutions for the Fleet Manager and Service Managers
3. Provide reports for service managers on the analysis and debriefing of drivers from their logbooks and vehicle/driver tachograph data to address and resolve infringements – driving and working hours
4. Manage and monitor the vehicle maintenance schedule for 300+ vehicles, including HGVs, light vehicles, and specialist vehicles. Co-ordinate vehicle repairs and maintenance with service managers and external suppliers ensuring continued service delivery
5. Monitoring the dispensing of fuel and stock levels for bunker bulk fuel tanks across 3 depots, maintain and comply with necessary licence(s). Monitor and manage the use of fuel cards
6. Monitor and analyse vehicle repair and maintenance costs for the Councils fleet and provide reports and recommendations for the Fleet Manager and service managers
7. Manage and monitor the motor claims process to identify trends and recommend action to Service Managers
8. Manage the hire of ad-hoc vehicles as requested by the service areas, including drawing up vehicle specs, budget control and all related compliance

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Transport Manager Certificate of Professional Competence (CPC)  Full UK Driving Licence  A-Level standard or hold relevant experience | HGV Class 2 Licence |
| Experience and Knowledge | Minimum of 2 years’ experience working in a fleet team providing support at all levels  Experience of managing fleet maintenance and repair schedules  Experience of conducting fleet related audits  Experience of producing fleet related management reports at all levels  Experience in writing fleet related policies and procedures |  |
| Ability and Skills | Operator Licence compliance  Knowledge of driver regulations, regulatory bodies, requirements and legislation  Ability to use financial and management systems  Strong written and verbal communication skills at all levels  Ability to maintain confidentiality  Ability to maintain accurate, detailed records and data  Competent computer skills including the use of Microsoft packages  Ability to manage and priorities and working to deadlines  Excellent organisational skills  Assertiveness  Understanding and experience of transport and vehicle health and safety |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs |  |
| Additional Factors | Available for work outside standard office hours if required |  |