

THE MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY	
POST TITLE: Fleet Manager	DEPARTMENT: Environmental Services
SECTION: Fleet Services	LOCATION: Ashgrove Depot, Elgin
REPORT TO: Roads Maintenance Manager	
GRADE: MC11	POST NO:

(2) JOB PURPOSE AND WAY OF WORKING
To manage the Council's Fleet Services Unit. To manage, supervise and motivate a management team responsible for each service within the Unit. To maintain continuous and effective control of the council Goods Vehicle Operators Licence.

(3) MAJOR TASKS
3.2 Fleet Management
3.2 Goods Vehicle Operators Licence Management
3.3 Vehicle Maintenance Management
3.4 Transport Management
3.5 Central Stores Management
3.6 Pool Car management

(4) REPORTING RELATIONSHIPS This job is indicated by *
<pre>graph TD; CSManager[Contract Services Manager] --- FM[Fleet Manager *]; FM --- FleetAdmin[Fleet Administration]; FleetAdmin --- VSO[Vehicle Services Officer Controller]; FleetAdmin --- CSO[Central Stores Officer]; FleetAdmin --- Transport[Transport];</pre>

SIGNATURES AND ADMINISTRATION ONLY

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

(5) DUTIES TYPICALLY INCLUDE:

5.1 Fleet and Operators Licence Management

- 5.1.1 To be the named Transport Manager on the Council's Goods Vehicle Operator's Licence
- 5.1.2 To maintain continuous and effective control of the council Goods Vehicle Operators Licence.
- 5.1.3 To ensure and to ensure that the Operator's Licence undertakings are in accordance with the Goods Vehicles (Licence of Operators) Act 1995
- 5.1.4 To maintain and operate a 10-year rolling vehicle replacement programme
- 5.1.5 To draft detailed vehicle and plant specification
- 5.1.6 The procurement and disposal of vehicles and plant within the Council's and European procurement regulations
- 5.1.7 To monitor the vehicle maintenance standards of the inhouse and external provision
- 5.1.8 To monitor Moray Council departmental vehicle utilisation and liaise with users to maximise potential
- 5.1.9 To manage, monitor and operate an internal vehicle hire system, both long and short term
- 5.1.10 To manage, monitor and operate the Council Taxi Testing Scheme in accordance with the Civic Government Act 1982
- 5.1.11 To manage, monitor and operate the Council MOT testing bay operation in accordance with Section 45 of the Road Traffic Act 1988
- 5.1.12 To liaise with vehicle and plant user departments regarding their requirements
- 5.1.13 To liaise with outside bodies such as, the Vehicle Inspectorate, Department of Transport and Police regarding the Council vehicular statutory requirements
- 5.1.14 To compile various reports to Committee on vehicular aspects
- 5.1.15 To manage and monitor fleet computerised maintenance and fuel systems.

5.2 Vehicle Maintenance Management

- 5.2.1 To monitor vehicle maintenance costs
- 5.2.2 To benchmark vehicle maintenance costs with the private sector and other local authorities
- 5.2.3 To manage and monitor vehicle maintenance statutory administration requirements
- 5.2.4 To manage and monitor an emergency, out of hours, winter maintenance mechanic standby system
- 5.2.5 To investigate and report on customer complaints regarding vehicle maintenance, MOT and Taxis
- 5.2.6 To manage and monitor vehicle maintenance cash collection procedures
- 5.2.7 To liaise with the Council Legal section, Police and the Taxi trade regarding current Taxi Testing Procedures and recommend change if required

5.2.8 To advise user departments on vehicle and plant replacement and modifications

5.2.9 To monitor vehicle maintenance quality control

5.3 Central Stores Management

5.3.1 To manage, monitor and rationalise the Central Stores Unit and to see that unit will meet the needs of it's increasing customer base

5.3.2 To ensure the unit is in compliance with the Council's and EU procurement regulation and procedures

5.3.3 To ensure Moray Council internal audit stock taking procedures are adhered to

5.3.4 To liaise with user departments regarding complaints or requirements for new procedures

5.4 Pool Car Management

5.4.1 To manage the council fleet of 110 pool cars

5.4.2 To ensure that cars are utilised to council targets

5.4.3 To report abuse to management

5.4.4 To ensure that cars are inspected, cleaned and maintained

5.4.5 To asses fleet size and recommend increase or decrease in size

5.4.6 To manage complaints

5.5 General Duties applicable to all Services

5.6.1 To ensure all services comply a continuous improvement regime

5.6.2 To ensure all services comply with risk assessment and H&S procedures

5.6.3 To conduct recruitment interviews and to ensure the Council recruitment procedures are complied with

5.6.4 To attend relevant committee meetings

5.6.5 To give presentations

5.6.6 To motivate staff

5.6.7 To conduct disciplinary investigations and hearings

5.6.8 To countersign leave and time sheets etc.

5.6.9 To sign orders and invoices up to the authorised amount

5.6.10 To manage and monitor all budgets within Fleet Service

THE MORAY COUNCIL
DIRECT SERVICES
PERSON SPECIFICATION

POST TITLE: FLEET MANAGER

SECTION: ROADS MAINTENANCE - FLEET SERVICES SECTION

LOCATION: ASHGROVE DEPOT

ATTRIBUTES	ESSENTIAL	DESIRABLE
(1) Experience	Supervisory and Management Fleet Management CPC Holder Knowledge of Local Authority Procedures	Computer literacy
(2) Education & Qualifications	Nation Certificate in Road Haulage Operations Good Secondary Education Current clean Driving Licence Time served mechanic on HGV/ Plant & Light Commercial Vehicles	Tertiary Education Qualification Basic First Aid
(3) Special Skills/Aptitudes	Flexible attitude Working on own initiative Good communicator Attention to detail Mediating skills. Negotiating skills.	Knowledge of local area
(4) Personal Qualities	Effective time manager Good customer care & people skills Diligent and accurate Have integrity Good communicator Even temperament in dealing with employees and public.	Flexible approach to working hours
(5) Circumstances	Good health	
(6) Other Relevant Factors	Exposure to hazardous working environment. H&S management.	