South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE: Assistant Workshop Controller

GRADE: Band 7

RESPONSIBLE TO: Workshop Controller

RESPONSIBLE FOR: Charge Hand Technician, Technicians, Apprentices, Depot Controller and Workshop Operatives

Overall Objectives of the Post:

To manage and control the Council's vehicle maintenance and repair facility, ensuring that the criteria specified by relevant statutory agencies for holding the Council's Goods Vehicle Operators Licence are fulfilled.

Key Tasks of the Post:

1. ***You will be responsible for delivering a high quality, customer focussed service. You will:***

- Oversee and manage the programming of work, including the operation and control of maintenance schedules, day to day planning and control of the workload within the workshop, effective deployment of staffing resources and maintaining vehicles, plant and equipment within agreed budgets, specifications and service level agreements.
- Be fully conversant with all aspects of the performance and serviceability of vehicles, plant, equipment and safety critical components.
- Manage the M.O.T. testing scheme/hackney carriage/private hire vehicle inspection and certification scheme.
- Administer and maintain appropriate Fleet Management Information Systems including systems for external client invoicing and inter-departmental cost recovery.
- Assist in the development and delivery of the Fleet Asset Replacement Programme including making arrangements for the disposal of vehicles as required.
- Assist in minimising the whole life cost of operating assets, and maximising asset availability by continuous monitoring and taking appropriate action as required.
- Manage sub-contractors undertaking vehicle and plant maintenance and repairs and to authorise payments for such works.
- Work proactively with clients to ensure that the highest standards of customer care are delivered in accordance with the Council's customer service standards. To provide cost effective, highly responsive and efficient vehicle maintenance and repair services to internal and external clients, in accordance with approved Service Level Agreements.
- Manage the financial budget as delegated by the Workshop Controller.

- Provide an effective Quality Control System applicable to all maintenance and repair activities being undertaken by technicians and sub- contractors across all classes and types of vehicles and plant equipment to ensure that relevant prescribed standards of inspection and repair are achieved and maintained.
- Ensure through effective supervision and systems of control, that all vehicle and plant inspections, maintenance and repair services are undertaken in strict accordance with applicable Health and Safety Standards, Systems, Procedures and relevant Codes of Practice/Best Industry Practice.
- Ensure that all workshop equipment, tools and facilities are fully compliant with all relevant statutory and industry best practice requirements and ensure that all staff receive training appropriate to the needs and exigency of the service.
- Be designated under the statutory MOT Testing Scheme as the Council's 'Quality Controller' and to undertake Quality Control Inspections of statutory MOT tests across all appropriate classes of vehicle for which the council holds such authorisation e.g. Classes 4,5 and 7 in strict accordance with the requirements prescribed by the Driver and Vehicle Standards Agency.
- Manage sickness absence, disciplinary and grievance procedures in accordance with corporate policies and procedures.
- Undertake Driver Assessments for client departments as an integral part of the driver licensing and compliance scheme operated by the Council's Fleet Services Department.
- Undertake such out of normal office hours, as may be necessary, in the exigency of the service.
- Supervise the Depot Controller and ensure that the depot is managed and maintained in a safe condition and operates in compliance with all relevant health and safety regulations and requirements.

2. ***You will be responsible for contributing to a great team. You will:***

- Make a positive contribution to team working.
- Be responsible for keeping colleagues and management well informed so that work is co-ordinated and integrated across the service.
- Demonstrate total professionalism, propriety and value diversity.
- Organise and manage apprentice training in conjunction with the Council Training Officer.
- Establish and maintain effective working relationships between management, employees and trade unions.
- Ensure your team understands how it is assessed and manage performance accordingly.

3. ***You will be responsible for establishing the right partnerships to deliver high quality products and services. You must:***

- Liaise with other local authorities, manufacturers, professional bodies and trade associations in all aspects of transport maintenance, operations and research.
- Assist in the selection, recruitment and training of personnel under your control and maintain discipline in accordance with Council Policy.
- Assist in the evaluation of new vehicles and products and in the preparation of vehicle and plant specifications in accordance with the Council's vehicle and plant replacement programme.
- Identify and maximise opportunities for business diversification and growth.
- Manage sub-contractors.

4. ***You will be responsible for managing a work programme. You will:***

- Monitor, assess and maintain all Health and Safety systems and records in accordance with all statutory requirements, including Risk Assessments and Safe Systems of Work in the workplace.
- Maintain an inventory of all electrical and specialised equipment in the workplace.
- Monitor and maintain records for safety inspections of specialist equipment on vehicles.
- Be responsible for the cleanliness and security of the workshop associated areas and buildings in line with the legal requirements of the Council Safety Policies.
- Prepare written reports and estimates relating to vehicle and plant repairs and accident damage.

5. ***You will be responsible for making a corporate contribution. You must:***

- Understand the Council's priorities and how your role contributes to them.
- Ensure that information is properly communicated.
- Contribute to the development of staff.
- Ensure that all policies, practices, legislation and codes of practice are adhered to.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CF/KDS

Date: 09/02/2018