 Job Description and Person Specification

**Workshop Foreman: Grade F**

**Job Description**

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| Role Title | **Workshop Foreman** | Reporting to | **Fleet & Equipment Manager** |
| Location | **Technical Hub** | Role/Grade | **Grade F** |

**Purpose of the Job**

The purpose of this job is to lead the workshops team providing maintenance, services and repairs for all CFB transport, maintaining legislative records in a safe, efficient and economical way aligned with the business objectives of the organisation.

**Key Duties and Responsibilities**

**Corporate**

* 1. To create a positive working environment by promoting the Brigade’s values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing

1.2 To ensure individual and team continuous development to improve personal and organisational performance

1.3 To attend external forums or working groups as required and network with peers to capture/share learning and good practice

1.4 To ensure compliance with the Data Protection Regulations

1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure

1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

**Functional**

* 1. **To assist the Fleet & Equipment Manager, contributing towards:**
* Supervision of Maintenance Technicians within Technical Hub workshops
* Provision of a well-managed and safe workshop including good housekeeping, defect reporting and weekly inspection tours of workshop premises to identify risks
* Ensuring that all persons are aware of safety procedures and embed a strong organisational culture – seeking to develop a positive attitude to health and safety among staff, visitors and contractors
* Carrying out appropriate investigations as a result of accidents, cause for concern or near misses to minimise risk to staff and visitors
  1. **To contribute to maintain and deliver the following** **Fleet Services on a day-to-day basis:**
* **Fleet End-User Services:** 
  + Carry out in a tidy environment the maintenance, servicing, repairs and testing with competence persons of any vehicle, item of plant or operational equipment within scheduled / un-scheduled maintenance timescales and to the correct specification, using correct procedures, to meet appropriate legislation
  + Provide fireground assistance in delivering and retrieving vehicles as requested
  + Ensure delivery of scheduled / unscheduled vehicle servicing
  + Quality Control vehicles after service
  + Ensure that all records/systems and documentation applicable to the workshop are effectively completed by all staff under their control using the fleet management system
  + Manage fleet stock parts with suppliers, transport clerks and stores, obtaining value for money
  + Be part of the standby out of hour’s duty rota to maintain operational fleet cover
  1. **To keep current with the latest Professional Fleet industry standard qualifications.**
  2. **To provide own tools and portable storage box suitable for fleet servicing.**

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**Role Map**

In addition to the general qualities required of a function manager, the post holder is subject to some aspect of the Fire and Rescue Service Middle Manager Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

* WM1: lead the work of teams and individuals
* WM2: maintain activities to meet requirements
* WM3: manage information for action
* WM4: take responsibility for effective performance
* WM5: support the development of teams and individuals
* WM6: investigate and report on events to inform future practice
* WM7: lead and support people to resolve operational incidents
* WM9: support the efficient use of resources

**Values and Behaviours**

The Authority’s ‘PRIDE’ values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade’s application pack; if this is not the case please contact the Brigade’s Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

**Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the `Work Wear Uniform’ as set out in the Brigade’s Dress and Appearance Policy.

**Person Specification**

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| **Category** | **Criteria** | **Measure** |
| **Qualifications**  **Competences** | * Engineering qualification at least city and guilds NVQ level 3 in Light Vehicle and HGV (E) * HNC Mechanical Engineering (D) * Health & Safety to minimum standard of IOSH (E) * Health & Safety NEBOSH standards (D) * Full clean driving licence (E) * Large Goods Vehicle driving licence (Category C as a minimum) (E) * Fork lift Trained (D) * Trailer Towing Licence B+E category (D) * Minibus D1 category (D) * FTA recognised HGV inspection course (E) * Roadside Working VR 1,2,& 3 (D) * Member of a professional body within motor industry (IRTE) (D) | AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C  AF/C |
| **Experience** | * Mechanical repairs(E) * Fleet management systems (E) * Ability to manage and organise work schedule (E) * Performance management of services and teams (D) * Effective contribution to organisational objectives particularly within equality, diversity and inclusion; personal values and behaviours (E) * Roadside working (E) * Welding and fabrication (D) * Working on Dennis and Scania vehicles (D) * Diagnostic systems (D) | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills, Knowledge and Aptitudes** | * Willing to undertake qualifications/certifications relevant to the job (E) * Ability to undertake tasks in line with set specifications (E) * Ability to examine and analyse condition of workshop equipment (E) * Ability to manage and organise work schedules (E) * Good IT Skills e.g. keyboard skills, Microsoft office applications, (E) * Good Numerical and Literacy Skills e.g. calculations, completion of job records, logs etc. (E) * Forward thinking, innovative (E) * Exceptional interpersonal skills (E) * Leadership skills to engage, influence, enable and motivate others (E) * Effective communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations both orally and in writing (E) * Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E) * Well-developed analytical skills with a proactive approach to problem identification and solving including complex management issues (E) * Strong commitment to learning and development to improve personal, team and organisational effectiveness (E) * A high degree of personal integrity (E) * Enthusiastic (E) * Prepared to work flexibly (E) | AF/I  AF/I  AF/I  AF/I  AF  AF/C  AF  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  I  AF/I  I |
| **Other** | * Ability to meet the Service’s medical requirements ( E) | Medical |

**Key Criteria**

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate