

Newcastle City Council

Job Description

Division: City Transport

Post Title: Fleet Administrator AA3374

Evaluation: 446 Points **Grade:** N5

Responsible to: Fleet Manager

Responsible for: not applicable

Job Purpose: To assist in the provision, procurement and control of Transport, including the hire of vehicles, plant and equipment and the training of staff

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Liaise with suppliers and manufacturers to support the evaluation of fleet equipment.
- 2 Liaise with suppliers/customers and administer controls in accordance with financial regulations and City Transport procedures, including accounting for very large expenditure, ordering and authorising invoices.
- 3 Administer an effective service for the repair of vehicles/plant including tyre, insurance, emergency breakdown and other internal and external service providers.
- 4 Prepare vehicle and plant replacement schedules and assist in any technical quality appraisals and hand over.

- 5 Maintain records as required both manual and computer based to support the Fleet Manager and Fleet Services Managers performance targets and objectives.
- 6 Collect and deliver vehicles (including HGV's) to and from suppliers and assist in the quality control audit of supplier's performance and suitability.
- 7 Deliver regular driver training courses for the Authority's drivers to ensure compliance with the driver's handbook and for operational managers to assist with their risk management.
- 8 Assist the Fleet Compliance Officer to carry out periodic audits of operator licence requirements, to monitor vehicle maintenance services frequencies and vehicle to depot allocation, to ensure compliance with all statutory and contractual requirements.
- 9 Prepare and circulate statistical information and reports to provide customer costing and utilization relating to vehicle and plant hire.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.