

TITLE OF POST: WORKSHOP TEAM LEADER

GRADE: SCALE POD (SCP 27-30)

RESPONSIBLE TO: WORKSHOP MANAGER

ROLE PURPOSE:

Under the guidance of the Workshop Manager, undertake line management responsibility for a range of duties to support the provision of an excellent service, whilst ensuring the effective use of resources. Ensure exceptional service support within the organisation, our community and key stakeholders.

1 SPECIALIST DUTIES AND RESPONSIBILITIES

- 1.1 Supervise all inspection, maintenance, service and repair work carried out on a wide variety of Service assets including appliances and vehicle fleet, operational and ancillary equipment including ladders, Breathing Apparatus, fixed/portable pumps, generators and compressors, power packs, plant and machinery or specialist equipment.
- 1.2 Supervise all types of mechanical work, including where necessary any modifications.
- 1.3 To supervise all types of electrical work including electronic management systems requiring diagnosis, adjustment and rectification using diagnostic software.
- 1.4 Supervise all work in relation to welding, bench fitting and manufacturing of bracketry and fitting out of operational and ancillary equipment.
- 1.5 Supervise all damage repairs related to the appliance and vehicle fleet, operational and ancillary equipment including the assessment, reporting the extent of damage and cost of rectification.
- 1.6 To ensure the production, implementation, supervision and recording of all work schedules for both planned and unscheduled work including all statutory tests using either paper based or asset management software.
- 1.7 Supervise all working practices undertaken to ensure that they are done so safely, to a high standard, being carried out effectively and efficiently within the Service's and manufacturers prescribed guidelines/procedures and current legislation. Carry out regular quality control inspections.
- 1.8 Supervise all working areas to ensure a safe, clean and tidy environment.

- 1.9 To monitor and control the spend against the revenue budget ensuring all spend is authorised and in line with Service procedures.
- 1.10 Supervise, control and maintain all stock held within the Transport and Operational Servicing section in liaison with the Stores Department at the Technical Services Centre.
- 1.11 Supervise, control and maintain the inventory held by the Section including all specialist tools and equipment.
- 1.12 To monitor and control of revenue and/or capital budgets in relation to the function as and when directed
- 1.13 Carry out investigations of any failed equipment, consult with manufacturers and users. Provide report to H&S team and the Operations Department.
- 1.14 Participate in projects to introduce new operational equipment into the Service. Carry out research and gather evidence to support proposals.
- 1.15 Plan the commissioning of new equipment, manage the introduction into service and the through-life maintenance and eventually the disposal.
- 1.16 Provide the maintenance input for Equipment Manuals.
- 1.17 Supervise all administrative practices/procedures related to the Section including completion of time sheets, job cards, inspection/servicing documentation, stores orders/issues/receipts, statistical returns and production of periodic/ad hoc reports.
- 1.18 Operate as required, off site from the work base.
- 1.19 To be responsible for the supervision of existing business continuity plans and arrangements relevant to their team in line with the Departments Business Continuity Plan.
- 1.20 Assist in the development and training of all staff within the Transport and Operational Servicing Section.
- 1.21 To be part of Duty Technical Services Officer (TSO) 24-hour cover arrangements on a rota basis dependent upon the needs of the Service.

2 DUTIES AND RESPONSIBILITIES/LEADERSHIP DUTIES AND RESPONSIBILITIES

- 2.1 To promote the Service Vision, 'Creating the Safest Community'.
- 2.2 To undertake responsibility for the effective and proactive delivery of tasks to assist line management to deliver the department's aims and objectives.
- 2.3 To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
- 2.4 To undertake the responsibility of appropriate and robust information and other systems within the department are maintained.
- 2.5 To establish, develop and maintain positive and effective liaison links with organisations and partners as appropriate.
- 2.6 To be responsible for the preparation and production of a variety of quality information for inclusion in management and departmental reports.
- 2.7 To ensure complete compliance with current Data Protection Legislation.
- 2.8 To ensure technical knowledge is maintained and developed within your team to provide advice and guidance to colleagues, strategic partners and other stakeholders.
- 2.9 To identify and recommend areas of potential improvement within your team.
- 2.10 To arrange, chair and represent the function at internal and external meetings and events.
- 2.11 To monitor and manage the activities of colleagues, report on and provide support where performance issues are identified and carry out personal development reviews where required.
- 2.12 To attend internal and external training courses as necessary.
- 2.13 To undertake any other duties as appropriate to the role.
- 2.14 To deputise for the Workshop Manager as and when directed.

3 STANDARD DUTIES AND RESPONSIBILITIES

- 3.1 To comply with and champion equality, diversity and inclusion as part of a positive contribution to improving our workplace culture and promoting our values in compliance with all policies, procedures and the law and provide challenge where these are not being demonstrated or achieved.

- 3.2 To comply with all health and safety laws, regulations and policies, taking reasonable care for your own health and safety and that of others
- 3.3 Champion the principles of equality, diversity and inclusion and challenge or escalate any inappropriate behaviour or non-compliance
- 3.4 Oversee and demonstrate a commitment to and promotion of the application of the Services Safeguarding duties and responsibilities
- 3.5 Undertake any other duties appropriate to the post as may be directed by the Chief Fire Officer from time to time.