

## WRCC Job Description

<b>Job Title :</b>	Vehicle Maintenance Manager
<b>Line Managed by:</b>	Senior Project Manager
<b>Hours:</b>	25 hours per week.
<b>Salary:</b>	NJC spinal column point 22 pro rata
<b>Location:</b>	WRCC offices at Wellesbourne, though some travel within Warwickshire will be necessary.

### Overall Aim:

To effectively manage the maintenance of WRCC vehicles to ensure that availability is maximised and all legal and safety requirements are met whilst remaining within budget.

### Specific Aims:

- A. Vehicle Maintenance  
To ensure a proactive approach to vehicle maintenance, managing workflow and suppliers and ensuring that legal, good-practice and safety requirements are met.
- B. Purchase & Replacement  
To work with the Senior Project Manager to plan for and implement a suitable vehicle replacement programme.
- C. Weekly Vehicle Care  
To be responsible for the weekly vehicle care regime
- D. On call  
To provide suitable on-call, out-of-hours cover arrangements with the other staff in the Back & 4<sup>th</sup> team

### Main Duties

A: Vehicle Maintenance

1. To create and manage a programme of vehicle service, maintenance and safety checks
2. To manage the information collected from driver daily vehicle checks and take appropriate action where necessary
3. To ensure compliance with legal, safety and good practice requirements
4. To log all vehicle maintenance activity and use data to highlight trends, manage the budget, manage suppliers and predict future costs and requirements
5. To input maintenance records and vehicle availability information to Flexiroute
6. To work closely with Service Managers to ensure that maintenance needs are communicated and vehicle availability is managed effectively
7. To manage relationships with suppliers, monitor their performance and source new suppliers where appropriate
8. To manage the roadside assistance, tyre and windscreen arrangements
9. To manage vehicle tax and permit renewals
10. To work with Service Managers to ensure breakdown and emergencies procedures are effective and communicated clearly to drivers and passenger assistants.
11. To manage the transport of vehicles between suppliers and base

#### B: Purchase & Replacement

1. With the SPM, to use vehicle operation data and predicted activity levels to develop a fleet replenishment and maintenance programme
2. With the SPM, to develop a funding model for vehicle purchase and assist in funding applications where appropriate
3. To develop a desired vehicle specification and monitor the market for suitable vehicles

#### C: Weekly Vehicle Care

1. To manage the washing and cleaning of vehicles
2. To undertake weekly vehicle checks and take appropriate action where necessary, including minor maintenance tasks
3. With Back & 4<sup>th</sup> Service Managers, to ensure that vehicles are correctly configured to meet customer needs

#### D: On-call

1. To participate in the on-call rota to provide support to volunteers and drivers out-of-hours (approximately 1 week in 4)

## Responsibilities

25 Hours per week to be worked over 5 days, Monday to Friday 7am to 12.00. Out of hours work may be required to attend events, meetings or provide cover.

Where community transport is provided out of normal office hours, it is expected that staff will be available by mobile phone according to rota to deal with any issues.

This post is subject to an enhanced DBS check.

The nature of tasks may vary from time to time but within the levels of responsibility of the post.

All employees have a responsibility for their own safety and must not endanger that of colleagues or visitors in the workplace.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the WRCC Equal Opportunities Policy.

Where a mobile phone has been issued staff should reasonably be contactable when off duty in order to respond to unforeseen incidents and emergencies.

## Person Specification

CRITERIA	Essential/ Desirable	Assessed: Application form/ Interview/Task
<b>QUALIFICATIONS &amp; KNOWLEDGE</b>		
Mechanical knowledge including knowledge of motor vehicle components and systems	E	AI
Full driving licence with D1 entitlement	E	A
Enhanced DBS check	D	A
Full clean driving licence	D	A
Knowledge and experience of working with Microsoft Outlook, Word, Excel and Access	D	A
Knowledge of legal, safety and good practice requirements for the operation of minibuses	D	AI
Knowledge of community transport sector	E	AI
MiDAS Certificate	D	A

EXPERIENCE		
Experience of managing the maintenance of a fleet of vehicles	E	AI
Managing of producing budgets and monitoring spending against budget	E	AI
Experience of performing minor service and maintenance tasks on a motor vehicle	E	AI
Experience of managing supplier relationships	D	AI
SKILLS & ABILITIES		
Excellent written and verbal communication skills	E	AI
Ability to represent, liaise and negotiate at a variety of levels	E	AI
Self motivated and ability to work on own initiative	E	AI
Ambitious approach to change and development	E	AI
Ability to plan for future requirements	E	AI
Ability to lift and handle minibus seats (approx size & weight)	E	AI
Ability to maintain accurate and clear administrative records	E	AI
Access to independent transport and the ability to travel throughout Warwickshire	E	AI
Problem solving skills	E	AI
Able to work flexible hours, including participation in on-call rota	E	AI
Willingness to undertake further training and keep up to date with current sector legislation	E	AI