

Job Description

1. Job Title	Transport Manager
Service	Parks and Environmental Services
Team	Central Transport Organisation
Date Prepared/Revised By	07 February 2020/ Ben Grabham
Post Accountable to	Direct Services Manager
Post directly responsible for employees (number of workers)	Direct Supervision: 1 Indirect Supervision: 9
2. Main Purpose	
<p>Overall accountability for the Council's Vehicle Operator Licence (O' Licence) ensuring the Council is fulfilling its legal obligation in accordance with the Department for Transport (Senior Traffic Commissioner) statutory legislation and the postholder is solely responsible for this undertaking.</p> <p>Responsible for the management of the Council's fleet of vehicles and plant; enabling the delivery of front-line services. Responsible for providing an effective, value for money, and efficient customer focused transport and fleet management function to the Directorate and wider Council that meets legislative requirements.</p> <p>Responsible for the procurement of all Council vehicles/plant and management of the Council's vehicle replacement programme (£7.5 million). The postholder provides strategic advice on all transport and fleet matters for the Council including; specifications, contract negotiations, supplier management and maintenance and compliance with transport law regulations and is responsible for the purchase and disposal of all fleet assets.</p> <p>Management of the Council's Central Transport Workshop facilities, MOT Test Centre and Workshop Stores. Management and delivery of the Council's driver training packages to ensure that the Council is compliant with the HSE, PUWER and transport legislation. Manages the specified Operating Centre named on the 'O' Licence (Claro Road depot), including H&S and fire regulations, site security, building maintenance and bulk fuel installations.</p>	
3. Key Contacts	
<p>Internal: Cabinet Members, Director of Community, Head of Parks and Environmental Services, Direct Services Manager, Health and Safety Manager and other service users across the Council.</p>	
<p>External: Office of the Traffic Commissioner, DVSA, DVLA, Vehicle and Fleet Management Suppliers/Manufacturers, other Government Departments, Members of the public.</p>	

4. Main Accountabilities

1. Named accountable individual on Vehicle Operator Licence (O' Licence)
2. Fleet Manager for the whole fleet of council vehicles and plant
3. Responsible for vehicle/plant procurement in line with the Council's vehicle replacement programme (£7.5 million)
4. Develop corporate transport policies and strategies
5. Management of the Council's Central Transport Workshop facilities, MOT Test Centre and Workshop Stores.
6. Management of the Council's driver training packages
7. Manage Operating Centre (Claro Road depot) and site responsible person for Parks & Environmental Services

5. Standard Accountability Statements

Health and Safety

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibility Statement (HSR).

Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

Safeguarding Policy and Procedures

The post holder will adhere to all the Council's Safeguarding Policy and Procedures.

6. Job activities -

Main duties and responsibilities relating to accountabilities identified above.

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| 1.0 | Named accountable individual on Vehicle Operator Licence (O' Licence) |
| 1.1 | Drivers' administration - including managing the checking of drivers' licences and driver CPC qualifications (DQC), ensuring that the retention of driver's hours records and working time records (no less than 24 months) and both are made available upon legal request. |
| 1.2 | Drivers' management - ensuring compliance with the driving hours rules (EU and Domestic Hours rules); that drivers record their duty, driving time and rest breaks; to download and store digital tachograph unit data and from the drivers' smart cards ensuring that records are retained. |
| 1.3 | Drivers' operations - ensuring drivers are completing and returning their driver defect reporting sheets and that defects are recorded correctly and cross checked, and that drivers take adequate breaks and appropriate periods of daily and weekly rest. |
| 1.4 | Vehicle administration - including ensuring that vehicle maintenance records are retained for a period of no less than 15 months, ensuring that vehicles are specified as required and that operator licence discs are current and displayed correctly; ensuring safe loading with appropriate indicators fitted, that tachograph calibrations are up to date and displayed, that there are up to date insurance certificates; a suitable maintenance planner is complete and displayed with preventative maintenance inspection dates at least 6 months in advance, to include the Annual Test and other testing or calibration dates. |
| 1.5 | Vehicle management - ensuring that vehicles are kept in a fit and roadworthy condition, that defects are recorded and repaired promptly and where not roadworthy are taken out of service; to make vehicles and towed equipment for safety inspections, service, repair and statutory testing available at the appropriate times and within the notified O-licence |

6. Job activities - Continued

Main duties and responsibilities relating to accountabilities identified above.

	<p>maintenance intervals; to liaise with maintenance contractors, manufacturers, hire companies as might be appropriate. Ensuring that vehicles are parked at the nominated operating centre when not in use.</p>
1.6	<p>Licence administration – ensuring that the traffic commissioner is made aware of any relevant matters within 28 days including convictions and prosecutions of the drivers and council's Directors.</p>
1.7	<p>Driver Training - ensuring that drivers are adequately trained and competent to operate relevant vehicles and equipment and that a fully comprehensive driver refresher training package is managed.</p>
1.8	<p>Keeping current with legislation - Monitoring all new legislation and regulations, advising on its impact and implementing necessary changes.</p>
1.9	<p>Lead and manage teams with monthly meetings, regular one-to-one meetings with direct reports and undertake performance reviews. Identifying individual/ team development needs to ensure achievement of compliancy objectives/targets.</p>
1.10	<p>Conduct investigations into Road Traffic Act and Transport Law infringements and carry out/assist with staff disciplinary caseworks when required. Identify trends and actively find solutions to reduce occurrence rates.</p>
2.0	Fleet Manager for the whole fleet of council vehicles and plant.
2.1	<p>Strategic management and planning of Council vehicle fleet and plant requirements, including logistics and stores functions; engagement with service managers, fleet replacement strategy, procurement options, maintenance provision, identification of financial efficiencies, and legislative compliance.</p>
2.2	<p>Main administrative rights and control of the council's Fleet Management, fuel card and bulk fuel installation software programs.</p>
2.3	<p>Develop and maintain positive relationships with vehicle manufactures, parts suppliers, local authorities and government/private transport bodies by undertaking regular liaison meetings to ensure adherence to SLAs, contracts and compliancy matters.</p>
2.4	<p>Responsible for implementation, managing and assisting with management frameworks with the objective of improving fleet utilisation, reducing fleet CO2 emissions and delivering financial efficiencies. Postholder to play a key role in work towards improving the Council's carbon footprint.</p>
2.5	<p>To provide strategic advice and guidance on legislation, industry circulars and good practice relating to fleet management issues keeping abreast of changes. Ensuring staff are suitably trained, qualified to utilise safely and effectively maintain fleet and plant.</p>
2.6	<p>Manage the fuel cards for the Council's fleet of vehicles.</p>
3.0	Responsible for vehicle/plant procurement
3.1	<p>Strategic management and planning of Council vehicle fleet and plant requirements by managing the 8 year Vehicle Replacement Programme of spend (circa £7.5 million).</p>

6. Job activities - Continued

Main duties and responsibilities relating to accountabilities identified above.

- 3.2 Complete the vehicle and plant procurement process for the council fleet, including logistics and stores functions; fleet management software, engagement with service managers, fleet replacement strategies, investigate all viable procurement options (to include technological advances), maintenance provision, identification of financial efficiencies, and legislative compliance.
- 3.3 Organise vehicle/plant demonstrations and evaluate performance levels.
- 4.0 **Develop corporate transport polices and strategies**
- 4.1 Co-ordinating the development, delivery and review of annual and long term work programmes and associated action-planning activities.
- 4.2 Advising the Council on issues regarding environmental management in relation to road transport.
- 4.3 Prepare and present reports to Senior Management, Management Board, Cabinet Member and/or Cabinet in relation to services provided.
- 4.4 Representing HBC at appropriate local/regional/national level groups.
- 4.5 Act as advisor to the senior management on all transport legislation and fleet matters.
- 4.6 Determining and implementing the corporate strategy in relation to the utilisation and co-ordination of vehicles, plant and associated transport resources.
- 4.7 Support the Senior Management, as part of the service team, in delivering the corporate vision, values and strategic priorities of the Council.
- 4.8 Co-author of corporate polices in relation to all transport matters with corporate H&S.
- 5.0 **Management of the Council's Central Transport Workshop facilities, MOT Test Centre and Workshop Stores**
- 5.1 Handle all employee relation issues, including stage 2 sickness absence, discipline, grievances, performance and welfare matters in relation to the Central Transport workforce.
- 5.2 Manage the recruitment and staff development requirements for staff.
- 5.3 Lead, manage, and inform employees within the section to ensure efficient and cost effective delivery of the fleet transport services. This will involve; maintaining, developing and improving staff skill levels, undertaking annual and mid-year appraisals for direct reports, identify and resolve training needs.
- 5.4 Develop and maintain systems for setting and monitoring statutory and operational performance indicators. This will involve; producing reports on MOT pass rates, identifying needs for internal key performance indicators.
- 5.5 Direct contact with customers regarding service provision and complaints.
- 5.6 Develop, review and manage all Risk, Manual Handling and COSHH assessments for the MT Workshops.

6. Job activities - Continued

Main duties and responsibilities relating to accountabilities identified above.

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| 6.0 | Manage and deliver the Council's driver training packages |
| 6.1 | Develop, manage and deliver driver training packages for the Council's fleet of vehicles to ensure that the council is compliant with HSE, PUWER and transport legislations. |
| 6.2 | Take on the role of the Council's qualified Driver Trainer Assessor and conduct HGV initial driver familiarisation training for refuse and Street Cleansing newly appointed drivers and authorise drivers to start undertaking driver duties. |
| 6.3 | Manage and deliver the HGV refresher driver training schedule to ensure that driver's performance levels remain at a high standard and that they are kept informed of the latest changes to transport legislations. |
| 6.4 | Undertake regular tool box talks with drivers on a range of issues to ensure that standards are maintained in accordance with the Road Traffic Act and ' O' Licence requirements. |
| 6.5 | Arrange DCPC training with external training providers and identify relevant required modules to be taught based on service knowledge and analysis of negative trends. |
| 7.0 | Manage Operating Centre (Claro Road depot) and site responsible person for Parks & Environmental Services |
| 7.1 | Ensure that all elements of the Operating Centre (including the MOT test centre) are managed in accordance with the law and best practice. |
| 7.2 | Act as site responsible person for the Claro Road operational depot and undertake any training and development activities associated with this role. |
| 7.3 | Liaise with and manage internal staff and external contractors to deliver any required improvements or required works to either the Operating Centre or the wider operational depot. |
| 7.4 | Undertake any audits, tests and safety checks as required (e.g. fire safety tests, drills etc). |
| 8.0 | General |
| 8.1 | Undertake any other duties, as required, commensurate with the post grading. |