

Post title	Fleet Technical Assistant
Division / Section	Place
Department	Fleet Services
Responsible To	Fleet Compliance Manager
Number of post holders	2
Acting up/ Secondment	no

Purpose of Job:

Provide technical support for the Compliance Team. The role will cover maintenance of fleet data bases including, operation of driver licence checks and fuel monitoring systems, the running of scheduling programs and monitoring outcomes.

The What

- Assist in the management of fuel stock levels and monitor usage across all depots, issuing fuel fobs vehicle and driver keys and providing relevant management information including vehicle and fuel usage reports, in line with Council policy.
- Assist in the managing the Fleet Management System to ensure the vehicle and plant asset register is accurately maintained to ensure compliance with current DVSA regulations and other regulatory requirements.
- Assist in the managing the driver licensing data base carrying out the appropriate level of licence checks in line with the council's policies, issuing and removal of the councils permit to drive, communicating actions to line manager.
- Assist in the processes associated with the evaluation of Fleet Service Quality Management Systems, including BSI accreditation.
- Work within the Compliance Team assisting in all matters related including maintenance of the COSHH register. Carrying out risk assessments on all items procured and retained.
- Assist in the monitoring of tool usage and condition in line with HSE legislation and current Council policy, monitoring compliant utilisation, for example Hand Arm Vibration.
- Prepare and implement vehicle and plant preventative maintenance scheduling in conjunction with users and workshop managers ensuring strict compliance with DVSA guidelines, ensuring availability targets can be achieved and all mandatory compliance guidelines are met.
- Maintain accurate data bases for vehicles, plant, COSH and hand arm vibration.
- Make available and maintain management reports.
- Assist on improvements for area of responsibility and decide how to implement as required.
- Review established manual and electronic procedures and processes in order to develop continual service improvement.
- Prioritise workloads on a daily basis to ensure customer and client requirements are met in a timely manner.
- Maintain confidentiality in relation to all data handled and processed.
- To liaise with customers of the Fleet Service to ensure that the services being offered are suitable, appropriate and meet the needs of their businesses;

- To help to identify, explore and exploit potential partnerships with third parties.
- Any other relevant duties as required.

THE HOW -

- Educated to National 5 level or equivalent.
- Working within the team and coordinating with other individuals across fleet services for example liaising with stores team with regards to fuel deliveries.
- Working with department managers out with fleet services liaising with them regarding changes to driving personnel, licencing issues and changes to vehicle responsibility.
- Technical administrative skills gained in an engineering environment.
- Commercial awareness of fleet management or stores delivery options, budgetary procedures and contracting.
- Discuss policy issues, matters connected with contract compliance and user complaints and performance achievement in general.
- Awareness of all matters connected with contract compliance.
- Awareness of current or pending changes to transport legislation.

Environment

- This is a fast-paced and deadline-orientated role.
- The Postholder will be primarily desk-based but in a depot environment and will be required to visit a number of locations spending approximately 20% of the time out of the office. Due to the nature of the role, this demands integrity and confidentiality.

Supervision and Management of People

None.

Resources

- Updating and managing changes on the driving licence system to ensure the information is accurate and up to date.
- Maintaining and updating fleet management system to ensure information is accurate and up to date.
- Activating fuel fobs and issuing to drivers. Dealing with enquiries and reporting faults on the fuel pumps to contractor.

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).