

## Job Description

<b>Job Title</b>	Fleet Manager
<b>Name of Job Holder</b>	
<b>Department</b>	Operations
<b>Reports to</b>	Operations Director
<b>Location</b>	KB Event, Pinxton
<b>Job Purpose</b>	
<p>Based at Pinxton, the postholder will be responsible for all aspects of fleet and workshop management – to include planned and preventative maintenance, breakdowns and compliance across all areas especially Health &amp; Safety. The incumbent will be responsible for the delivery of safe, cost effective and efficient processes whilst ensuring that all workshop employees foster the highest standards of safety and service.</p>	
<b>Principal Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To reinstate our on site VMU (Vehicle Maintenance Unit) that could either be managed in house or contracted out</li> <li>• To review and assess the best operating model for in house vs outsourced fleet maintenance taking a range of factors into consideration to include cost, efficiency, speed of resolution, customer satisfaction and quality of service</li> <li>• To manage and control all sub-contracted activities in relation to fleet or workshop, and to negotiate the best possible rates of service and prices, initially and at regular intervals</li> <li>• To implement and oversee a rolling programme of planned maintenance to ensure that vehicles and equipment are serviced routinely in line with current regulations</li> <li>• To ensure that the right equipment is always available and in safe and reliable working order for use by the Operations department</li> <li>• To liaise with the Operations department to ensure that any defective or unsafe equipment is removed from use and repaired or replaced in a timely and cost-effective manner</li> <li>• To ensure, through the use of the Workshop &amp; Fleet team, that all equipment is calibrated where necessary</li> <li>• To maintain the KB brand image by ensuring the pristine condition of tractors and trailers across the fleet</li> <li>• To ensure that the workshop is a safe working environment and to be a proactive advocate across the organisation for Health &amp; Safety</li> </ul>	

- To undertake all the purchasing for maintenance products and services, including the negotiation of best possible rates and services
- To create and maintain all relevant records in relation to vehicle maintenance, repairs and other engineering activity
- To undertake, review and communicate risk assessments for all key activities within the workshop and yard
- To maintain own professional development in terms of industry standards and safety practices
- To be proactive in the identification and implementation of efficiency savings or continuous improvement practices
- To provide technical advice to other departments where required
- To generate cost proposals and quotes required for any insurance claims
- To motivate, develop and lead a small team and conduct all people management activities in accordance with Company Policy

### Person Specification

- IOSH Managing Safely Qualification (or willingness to undertake it)
- Member of relevant professional body e.g. IRTE, SOE
- Recognised mechanical engineering qualification such as City & Guilds, NVQ or equivalent
- Previous experience of working within a haulage fleet management or workshop role
- Demonstrable ability to manage, motivate and lead a team of people
- Experience of working to strict deadlines, working under pressure and implementing standard working practices
- Good knowledge of all MS Office applications
- Proven track record of implementing and maintaining new systems
- Excellent organisational and personal motivational skills
- Skilled at influencing and building sound working relationships
- Knowledge of continuous improvement techniques such as Kaizen, 6 Sigma (desirable)

### Organisational Responsibilities

Along with all employees in the business, the postholder will:

- Work within given Health and Safety guidelines and proactively act in a way that reinforces a culture of safety across the organisation
- Ensure that they are compliant with the organisation's policy on Equal Opportunities and behave in a way that supports and reflects an inclusive culture in the business

<ul style="list-style-type: none"><li>Undertake any other suitable and appropriate task requested of them by management in relation to their role or which supports the achievement of wider team and organisational objectives</li></ul>	
Signature Job Holder:	Date:
Signature Manager:	Date: