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| New RDC Logo colour.JPG | **Job Description and Person Specification** |

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| **Job Title** | Workshop Supervisor  |
| **Department** | Streetscene |
| **Reporting to** | Streetscene Manager  |
| **Grade** | Grade 7 |

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| **Job Purpose** |
| As the Workshop supervisor you will responsibility for effectively and continuously managing of a team of 2 mechanics and an apprentice mechanic. Working in partnership with the Streetscene Manger and Operations Supervisor, to ensure the effective, compliant, efficient and safe delivery of the service that the council provides.The workshop supervisor will ensure our fleet of HGV’S, vans and plant (listed below) remain at the forefront of safety and roadworthiness. You will be required to supervise & carry out technical repairs and diagnostic works, quality checks and inspections in line with the vehicle ma program on a wide range of vehicles as well as day to day service and repair works. You will work alongside the Streetscene manager to improve and develop fleet maintenance & workshop systems. You will also be responsible for recruitment and development of the existing staff including motivating & personal development, assisting in the maintenance of good morale and strong work ethic within the team, continuously striving to achieve an efficient, productive atmosphere. |

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| **Job Context** |
| The workshop supervisor will be maintaining the Council’s vehicles and items of plant in accordance with the Department for Transport (DfT) Guide to maintaining roadworthiness as published by the DVSA, in line with the Councils operator licence procedure, to ensure full compliance and road worthiness.You will work in specialist engineering workshops, where you will carry out planned and unplanned vehicle maintenance. You will be leading a team operating on a rota system Monday to Friday, plus some Saturdays to cover bank holidays. Shift details* Shift 1 ­- 05:30 -13:30 (37 hour week)
* Shift 2 - 10:00 -18:00 (37 hour week)

Fleet details * 4 Domestic collection vehicles Mercedes, Dennis Eagle and Saddon
* 7 Domestic recycling vehicles Mercedes, Dennis Eagle
* 2 Green waste collection Vehicles Dennis Eagle
* 2 Trade waste collection Vehicles Dennis Eagle
* 1 Mechanical road sweeper
* 1 Hook waggon
* 1 Tractor
* 10 vans up to 7.5T Ford, Peugeot
* Various plant
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| **Operational Duties** |
| Responsibilities include:* Maintaining a thorough up to date knowledge of the tools, processes, terminology and techniques associated with mechanical repair and maintenance is necessary.
* Undertaking and supervising servicing, maintenance and repair work on a range of HGV / LGV vehicles and other plant and fleet items in accordance with an annual Vehicle Maintenance Programme (VMP).
* Preparing vehicles to Department of Transport standards prior to annual testing of vehicles under both HGV testing scheme and MOT testing of light vehicles, including driving and presenting the vehicle at a VOSA station
* Diagnosing faults and carry out mechanical, hydraulic, electrical general fabrication/welding and any other repairs as required, including attendance of roadside breakdowns and recovery.
* Rectifying vehicle defects reported by operational staff.
* Taking ownership of tasks across the service area.
* Providing high quality responsive support on Streetscene issues. Monthly KPI reporting on vehicle downtime and service issues.
* Undertaking general accident and bodywork repairs and maintenance including the fitting of replacement vehicle body panels and components as required.
* Participating in the day to day operations of the vehicle workshop as required, including collecting parts and maintaining the working area to a high standard.
* Assisting with ensuring the vehicle workshop is maintained to a high standard of organisation and cleanliness with due regard for health and safety at all times
* Undertaking training in accordance with the Councils training plan and, as necessary, develop skills and knowledge to meet the servicing requirements of new vehicles and technology.
* The workshop supervisor will be expected to be flexible in their approach to work, attending work at times which correspond with the demands of the service.
* The Council takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk.  There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.
* Carry out scheduled workshop Health and Safety audits to ensure operational compliance in terms of policies, practices and procedures.
* Undertake the delivery of internal training within the service as appropriate
* Undertake managerial role over a weekend, on a rota basis, to ensure that Services that operate outside of Monday to Friday hours operate effectively and are resourced to ensure the safe and effective delivery of service.
* Ensuring all health and safety requirements are managed effectively and appropriate risk assessments and safe codes of working practice are in place and adhered to.
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| **Creativity and Innovation** |
| Although general guidelines will be available, the post holder will have considerable leeway and discretion to interpret these in the light of actual situations and problems encountered and will be expected to:* Apply creative and innovatory thinking in the resolution of problems and handling of issues in accordance with the Department for Transport (DfT) Guide to maintaining roadworthiness as published by the DVSA
* Manage, arrange and coordinate responses to accidents and emergencies and investigate/take follow up action as required.
* Provide a high quality responsive support on Workshop issues.
* Support the continuous improvement of services within the post holder’s work area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities and needs.

 * Deliver improvement programmes and projects to ensure the achievement of value for money, transparency and customer focus for their areas of responsibility.
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| **Contacts and Relationships** |
| Along with all other colleagues that have direct contact with members of the public, have a key role to play in representing the face of the council on a day to day basis through:* Taking responsibility and managing tasks and issues to impact positively on the customer’s experience and perception and the reputation of Streetscene and the Council.
* Being tactful and diplomatic when potentially dealing with contentious matters and difficult situations.
* Acting in a professional, friendly and approachable manner and employing a flexible attitude to working practices and demands.
* Acting as a source of advice, guidance and expertise in the work area for which the post holder is responsible.
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| **Project and Programme Management**  |
| Supporting and leading a range of projects which are consistent with the Streetscene Service and participating in teams as necessary, for any cross authority programmes or projects through:* Working with the Streetscene Manager to support the production and review of service delivery plans and service risk registers that are aligned to corporate priorities and legislative and policy requirements.
* Working closely with the Operations Supervisor to deliver efficiencies and economies of scale and participate in corporate/service projects as required.
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| **Information Management and Performance Reporting** |
| Monitor performance of all operational activities to ensure a high quality service and standards are maintained to deliver agreed objectives efficiently and effectively and identify improvements through:* Working with the Streetscene Manager to identify areas of improvement and or efficiencies including the development of IT systems to maintain a high quality efficient, compliant and safe service.
* Providing accurate and timely information through the analysis of service and other information and the preparation of reports to facilitate evidence based decision making.
* Ensuring excellent data management principals are adhered to through the provision of accurate data, record maintenance and completion of statistical returns in line with legislative or best practice guidelines.
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**General**

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post.

The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

The Council takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

**Requirements of the Post**

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|  | **Essential** | **Desirable** |
| **Qualifications / Training** | * City and Guilds Vehicle Maintenance and repair or BTEC National Certificate in Vehicle repair and technology, NVQ level 3 vehicle maintenance and repair Mechanical & Electrical.
* Evidence of continuing professional development.
* LGV Drivers Licence.
* Current driver CPC or willingness to undertake.
 | Transport Manger CPC  |
| **Knowledge** | * detailed knowledge of accident and safety precautions and the codes that apply and a practical, comprehensive knowledge of associated health and safety requirements in line with HSE guidance
* Knowledge of legislation governing transport awareness.
* Awareness and knowledge and commitment to Equality and Diversity and legislation and of safeguarding responsibilities.
 | * An understanding of Streetscene matters and service requirements
* Knowledge of the Ryedale area
* Knowledge of waste management collection vehicles
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| **Experience** | * Experience of vehicle repair.
* Experience of manually refitting and reworking parts.
 | * Working in local, regional or national Government organisations.
* Thorough knowledge and understanding of Health and Safety issues and regulations that apply to waste collection, street cleansing and plant operation
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| **Occupational Skills** | * Ability to plan, allocate and evaluate workloads, determining work methods to achieve objectives
* Ability to seek, evaluate and organise information to aid decision making.
* Ability to create, maintain and enhance constructive working relationships.
* Advise and inform others
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| **Other** | * Be able to lift and manoeuvre various loads and undertake a continuous period of manual handling in various weathers and conditions.
* Be able to work outside normal hours
* Highest professional integrity.
* Personally and professionally resilient.
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