

<b>Job Title</b>	<b>Workshop Manager</b>
<b>Department</b>	Workshop
<b>Site</b>	Banbury
<b>Reports To</b>	Fleet Engineer
<b>Responsible For</b>	All workshop personnel, including technicians and labourer.
<b>Date of Job Description</b>	January 2012
<b>Hours of Work</b>	07.00 to 16.30 plus alternate Saturday mornings

<b>Job Purpose</b>
<p>To provide efficient and effective day-to-day management of the Banbury Vehicle Workshop and stores. To manage all employees employed at the Banbury Workshop and ensure a high level of motivation, discipline and morale is maintained and that individual potential is encouraged and developed where possible and identify any training needs, both on the job and formal, depending on individual circumstances.</p> <p>To establish and maintain a strong and professional working relationship with the Depot Operations Manager and all other customers, both internal and external.</p> <p>To ensure, through the workshop employees, the maintenance, servicing and roadworthiness of all vehicles based at the depot or any other vehicle on temporary loan from another depot are attended to on time and within agreed standards, observing the Company's Operators Licence at all times. Also, maintaining individual vehicle service records, collating job sheets and arranging annual MOT tests as well as ensuring that all Company Health &amp; Safety policies and procedures are high on the agenda and complied with and applied in a fair and consistent way.</p>

<b>Key Duties</b>
<p><b>Managerial Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that all Company Health &amp; Safety and HR Policies and procedures are complied with in a fair and consistent manner at all times.</li> <li>• Maintaining awareness levels of all employees regarding Health &amp; Safety and Security.</li> <li>• Ensuring that all new recruits, including apprentices, are recruited and interviewed within the guidelines of the Recruitment Policy.</li> <li>• Ensuring that all new employees are trained and inducted appropriately at the earliest opportunity in line with Company Policy.</li> <li>• Ensuring probation periods are meaningful and reviewed on time identifying any areas of concern early on and taking the necessary corrective or disciplinary action in line with Company Policy.</li> <li>• Ensuring attendance is regular and identifying and acting upon absences in line with Company Policy.</li> <li>• Ensuring that regular meetings / toolbox talks take place with employees to encourage feedback and to share new ideas in a consistent manner.</li> <li>• Ensuring that all mobile workers hours are managed and recorded strictly within the legal regulations in force.</li> <li>• Ensuring all accidents and injuries are reported and investigated promptly and correctly and that any follow up actions are implemented in a timely way, in line with Company policy.</li> <li>• Identifying any training needs in liaison with the H&amp;S Advisor (for technical training) or the Trainer for Learning &amp; Development (for development training).</li> </ul>

- Ensuring that the Depot is prepared at all times for any unscheduled checks and inspection by the Board of Directors, the Health & Safety Manager or any representative of a regulatory authority.

**Other Responsibilities:**

- Responsible, through the workshop employees, for the upkeep, maintenance and cleanliness of all equipment used in and around the workshop and for ensuring sufficient stocks of spares and materials in order to maintain vehicles in roadworthy condition.
- Able to authorise expenditure not exceeding £3000. The Fleet Engineer must countersign any orders exceeding this amount.
- Ensuring that Stores carry sufficient stocks to minimise vehicle downtime.
- Responsible for ensuring all parts and materials purchased meet manufacturers' specifications and comply with Company purchasing policy.
- Maintain the vehicle fleet service sheet records and defect sheets for the Banbury depot.
- Collation, checking and entering job sheets on to the Fleet Management (system database).
  - Ensure full compliance with all Company policies and procedures including health and safety and employment.

**Health and Safety:**

- Ensure all Company rules pertaining to Health and Safety are adhered to, including COSHH, LOLER and PUWER Regulations
- At all times be responsible for the safety of yourself, other workshop staff and visitors, in and around the immediate area of the workshop.
- Carrying out any other duties, such as ad hoc projects, as requested by the Fleet Engineer that is within the skills and knowledge of the jobholder.

**Working Conditions:**

- Due to the nature of the job, it may be necessary to attend to vehicles outside the workshop facility, in conditions ranging from motorway verges to landfill sites, which may also be subjected to extremes of dirt and other environmental conditions. Can also be called upon to work at heights. Will have access to an office facility within the workshop area for general administrative duties.

**Qualifications**

- Educated to C.S.E, G.C.S.E, N.V.Q or G.N.V.Q, or equivalent, standard.
- Full clean driving licence, with LGV Class 2 entitlement (minimum).
- Ideally, a certificate in supervisory or management skills.
- Minimum Requirement City & Guilds in HGV part 1, 2, and 3,

**Key Skills / Experience**

- Have a good working and mechanical knowledge of all makes and types of commercial waste vehicles and trailer maintenance, and must be available to attend any training course to enhance and maintain new products and legislation.
- Ideally have at least 5 years' experience within the waste management industry in a supervisory or managerial position with proof of success and effectiveness.
- Have a basic knowledge in hydraulics, pneumatics and electrics.
- Confident communicator, both written and verbal.
- Experienced at conducting professional recruitment interviews, carry out thorough and factual investigations and disciplinary and grievance hearings.
- Places high importance on customer care and ability to balance this with commercial needs.
- Computer and IT Literate with a good understanding / working knowledge of Word, Excel, Outlook and databases.
- Have a good working knowledge of COSHH, LOLER and PUWER Regulations

**Other Requirements**

- The jobholder is required to be flexible regarding start and finish times due to emergency callouts, Bank holidays, or other exceptional circumstances.
- The jobholder can expect unscheduled checks and inspections by the Company Senior Management or Department for Transport Inspectors.
- The jobholder is required to undertake any duty deemed necessary to ensure the effective and efficient running of the department and required to comply with any other reasonable request from the Company Management.