

JOB DESCRIPTION

POST TITLE:	Workshop Co-ordinator
DIVISION/UNIT:	Construction Division/Transport Services
GRADE:	7
RESPONSIBLE TO:	Workshop Supervisor
RESPONSIBLE FOR:	Workshop Administrator Vehicle Parts Person

Job Purpose

To assist the Workshop Supervisor and the charge-hand mechanics in organising and running the workload within the workshop, ensuring the flow of work through appropriate workshop loading is continuously achieved and maintained; assisting in ensuring that standards of workshop efficiency and productivity are optimised and that Health & Safety matters are monitored and addressed through scheduling maintenance and repair appointments by adequate liaison with workshop supervisor, charge-hands, vehicle parts person and clients, ensuring that booking in and out procedures are in place and that all documentation requirements are followed.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide direction and management of the Workshop Admin team through the formal application of employment policies.
5. Through liaison with the charge-hand mechanics guide, check and allocate the work of the workshop team.
6. Be fully familiar with, apply and ensure compliance with the requirements of Tayside Contracts' Vehicle Maintenance Policy, at all times.
7. Schedule and plan vehicle & plant scheduled maintenance and testing, ensuring a twelve month projected programme, and including all on-going repair work. This includes, where required, work for external clients.
8. Progress Driver Defect Reports, highlighting the requirements to the Workshop Supervisor or charge-hand.

9. Work closely with the Workshop Supervisor, charge-hand mechanics and, where appropriate the vehicle Parts person and workshop administrator, to ensure that the workshop operates smoothly and efficiently and that the workshop is appropriately loaded to ensure maximum efficiency and minimum downtime are achieved and satisfy Tayside Contracts' Maintenance Policy and Department for Transport requirements as a minimum.
10. Identify warranty claims, where appropriate and ensure they are maximised and progressed commercially.
11. Through close liaison with the charge-hand mechanics monitor the work progress of mechanics, assistant mechanics and apprentice mechanics to ensure that return to service times are identified and downtime is optimised.
12. Be familiar with and apply ICME standard repair times, or equivalent.
13. Ensure the smooth and efficient running of the stores through spare parts are either being held in stock or ordered in a timely manner so as to minimize downtime. Also ensure that appropriate purchasing procedures are followed and documentation requirements met.
14. Ensure that statutory vehicle maintenance documentation is fully completed and accurate in line with DVSA requirements and appropriate Transport returns are completed. Maintain the workshop diary and out of service log.
15. Liaise with clients to ensure appropriate workshop loading and information on job completion. Handle client enquiries regarding the progress of maintenance and repairs.
16. Liaise with sub-contractors to minimize out of service time and resolve queries as required.
17. Input data to Fleetwave, excel and word in order that standard daily and weekly reports can be generated as required.
18. Ensure computerised records are kept accurately and updated timeously.
19. Liaise closely with Workshop Supervisor, charge-hand mechanics, vehicle parts person and workshop administrator as required.
20. Conduct pre-start vehicle checks on any Tayside Contracts vehicle used, reporting any faults immediately and refueling the vehicle at the end of the working day.

NOTE

You will be required to undertake other duties appropriate to your grade as directed by your manager.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	1	3	4	3	1	2	3	1	3	3	4