

## **JOB DESCRIPTION**

**POST TITLE:** Workshop Supervisor

**DIVISION/UNIT:** Construction Division/Transport Services

**GRADE:** 10

**RESPONSIBLE TO:** Fleet Maintenance Manager

**RESPONSIBLE FOR:** Chargehand Mechanic  
Workshop Co-ordinator (where applicable)  
Mechanic  
Assistant Mechanic  
Apprentice Mechanic  
Workshop Assistant  
Workshop Administrator  
Vehicle Parts Person (where applicable)

### **Job Purpose**

Responsible to the Fleet Maintenance Manager for effectively organising the workshop arrangements, ensuring that professional standards of work and legal compliance are continuously achieved and maintained, that standards of workshop efficiency and productivity are optimised, that financial targets are met or beaten and Health & Safety matters are continually monitored and addressed.

### **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 leadership and support to all workshop employees and ensure that they maintain and enhance their knowledge and competence through continuous professional development and awareness of new legislation, developments and initiatives in relation to Transport Services.
5. Deputise for the Fleet Maintenance Manager as required to ensure an acceptable level of service is provided at all times.
6. Responsible for organisation, control and optimum utilisation of plant, materials and ancillary resources within the workshop.

7. Manage all vehicle/plant maintenance work within the workshop, or by sub-contractor, ensuring compliance with the requirements of the Tayside Contracts Fleet Maintenance Policy, other management objectives and contractual compliance.
8. Ensure that maintenance and repair work meets DVSA requirements and professional standards are continually deployed in the workshop and that all Transport Services policies and objectives are met.
9. Be proficient in the use of the computerised fleet management system, Fleetwave.
10. Schedule and plan vehicle & plant scheduled maintenance and testing, ensuring a twelve month rolling programme, and all on-going repair work. This includes, where required, that work for external clients. Ensuring minimum downtime and that all associated documentation is properly completed, filed and retained for the required periods.
11. Prepare and submit estimates for maintenance repair work in accordance with set procedures.
12. In conjunction with the Fleet Maintenance Manager assist in monitoring the financial progress of work within the workshop and project the financial implications on incomplete work, taking action where necessary to ensure that financial targets are met, investigating and highlighting areas of concern.
13. Work closely with internal and external clients to foster a healthy commercial relationship which will be of mutual benefit.
14. Work closely with the hire desk to ensure appropriate links between maintenance and hired replacement vehicles and plant and hires minimised.
15. Responsible for the effective and efficient management, organisation and control of the workshop and all associated plant and equipment.
16. Ensure that all workshop plant, equipment and tools are subject to regular inspections so they are safe and legally compliant.
17. Monitor the quality of work produced by the workshop staff, through quality control checks, monitoring repeat repairs, breakdowns, etc. and identify improvement opportunities and solutions.
18. Monitor workshop performance to ensure compliance with the terms of our warranty agreements.
19. Ensure that all reports to monitor performance with regard to fleet maintenance, staffing e.g. weekly scheduled maintenance, MOT pass/fail, etc. are provided to the required timescales.
20. Know and optimise the level and value of stock holding and ensure that the potential for incurring obsolete stock is minimised.
21. Ensure effective lines of communication with workshop staff, other members of the Transport Services team, Tayside Contracts colleagues and clients.

## NOTE

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

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
2	4	3	3	4	3	1	4	4	2	4	4	4