

JOB DESCRIPTION

POST TITLE: Transport Services Manager

DIVISION/UNIT: Construction Division/Transport Services

GRADE: 15

RESPONSIBLE TO: Head of Operations/Angus Fleet Executive Board

RESPONSIBLE FOR: Fleet Maintenance Manager
Fleet Performance Manager
Fleet Engineer

Job Purpose

To lead, manage and be responsible for effectively organising and managing the Transport Services Unit and associated assets, ensuring that professional standards of work are maintained, service standards are achieved, and resources are deployed efficiently and effectively. In addition, the post holder will contribute to the formulation and implementation of business strategies and provide leadership, support and direction to staff to ensure effective performance delivery of the Transport Units key objectives.

Main Duties and Responsibilities

Values

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.

Transport Services

4. Ensure obligations are fulfilled in respect to the requirements of Tayside Contracts Vehicle Operator's Licence and to be the Nominated Transport Manager for the Operator's Licence.
5. Provide leadership and support to direct reports 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.
6. Oversee and co-ordinate the management of the Transport Unit and ensure that work is carried out and in accordance with the relevant regulations and legislation.
7. Undertake the role of Angus Fleet Partnership Manager providing operational expertise, leadership and support to the partnership as detailed within the partnership agreement.

8. Deputise for the Head of Operations as required to ensure an acceptable level of service is provided at all times.
9. Plan, monitor, and maintain the Transport Section Service Plan, aligned with the Construction Division Service Plan, Tayside Contracts' Business Plan and Angus Councils Business Plan for fleet services.
10. Responsible for setting, monitoring and controlling the Transport Section budget and achieving all financial and other targets for the Section.
11. Responsible for the management, organisation and control of all plant and ancillary resources within the Transport Services Unit and for client departments of Angus Council.
12. Responsible for the management and effective use of the GPS System and Fleet Management System data, ensuring that service user data is effectively communicated and analysed.
13. Responsible for the fleet asset management policy/plan. Initiating improvements in fleet identifying, developing and implementing innovative solutions, including optimum utilisation of new technology, to ensure continuous improvement and enhanced quality and efficiency of service delivery for both Tayside Contracts and Angus Council client departments.
14. Ensure effective allocation of Tayside Contracts and Angus Council client departments fleet in response to the users needs. Oversee the organising and allocating of all external fleet hires together with analysing and monitoring those hires.
15. Ensure that performance levels are set and maintained, performance targets are met and that statutory and other financial targets are achieved.
16. Participate and represent Transport services in all relevant employee relations matters, including trade union consultation and negotiation.
17. Develop and maintain a customer-focused service, ensuring effective consultation with existing and potential customers, provide recommendations in relation to Tayside Contracts' and Angus Council client departments fleet replacement policy and programme, overseeing the processing of all procurement purchases and disposal procedures.
18. Responsible for ensuring that the fleet is operated and maintained in accordance with current transport legislation and all licence requirements.
19. Be responsible for the preparation and submission of estimates and tenders for vehicle maintenance repair work in accordance with approved procedures. Seek out and develop new areas of work.
20. Oversee the programming and planning of vehicle maintenance and repair work to be undertaken ensuring maximum utilisation of labour, plant and materials.
21. Oversee the setting up and monitoring of accident damage and insurance procedures.
22. Develop, establish and maintain a co-ordinated fuel issue system for all vehicle types i.e. traditional Internal combustion engines and the alternative fuel as appropriate.

23. Ensure that systems and procedures are established and operated in a timeous and accurate manner to enable the function of the unit to be undertaken.
24. Ensure that work meets professional standards at all levels and that Transport Services and Angus Council policy and policy objectives are met.
25. Liaise with clients to ensure that as far as possible a full workload and customer care can be maintained and to agree programming of their work in accordance with the Transport Services contractual requirements.
26. Prepare/oversee the preparation of all Committee, Angus Fleet Executive Board and other Reports in relation to the Transport Services Unit.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

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	6	5	5	1	6	7	6	6	6	8