

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Executive's Department
Division	Environment
Post No & Job Title:	T109 – Transport and Stores Manager
Grade:	Grade 12
Responsible to:	Head of Environmental Services - T3
Responsible for:	T110, T107, T108, T111-T114
Job Objective:	<p>To lead on the strategic and operational functions of the Transport and Stores functions of the Environmental Division in support of the Councils corporate objectives. Manage and control resources to provide an efficient and effective fleet service ensuring all vehicles and plant meet the standards required by the DVSA (Driver and Vehicle Standards Agency) in order to comply with the "Operators Licence".</p> <p>Manage the Council's Stores, Depot and related waste management facilities.</p>

Main Duties and Responsibilities:

Strategic

1. Be the designated CPC holder for the authorities Operating Licence.
2. Provide leadership on key issues associated with the functions of Transport and Stores for Members, Chief Officers, Head of Service and managers.
3. Input into transport related activity including encouraging decarbonisation initiatives for the Council and the wider community.
4. Keep abreast of industry developments, including decarbonisation of the fleet and green initiatives, and formulate policy, structure, systems, procedures and strategy for the Transport and Stores.
5. Develop Business Continuity Plans in relation to the services of Transport and Stores.
6. Investigate opportunities for income generation and external funding with regards Transport and Stores including green initiatives and submission of funding applications.

7. Ensure transport services meet industry best practice standards i.e. APSE benchmarking.
8. Manage the Grey Fleet Policy providing technical and professional support.
9. Work in conjunction with and provide a positive input into the wider management of Environmental Services and contribute to the development of Council policy and the culture of one team

Operational

10. Ensure the effective management and delivery of the service areas of the Transport and Stores functions ensuring due diligence and that all are safe, legal and compliant with legislative requirements. Service areas includes:
 - Inspections and maintenance of vehicles, plant and equipment in accordance with the Operating Licence and/or DVSA specification as required.
 - Inspection and Testing of Hackney Carriage and Private Hire vehicles.
 - Kimberley Depot Waste Transfer facilities; this function to be undertaken in conjunction with the Council's COTC holders.
 - Depot infrastructure not covered by Public Buildings.
 - Contractors undertaking transport repairs.
 - Transport related depot facilities; fuel storage, pumps and automated vehicle barriers.
 - ICT systems, for example Fleetwave, Fueltek and Masternaut.
 - Stores function; including contractors undertaking waste disposal.
 - Compliance with drivers' hours, vehicle maintenance history, drivers' defect reporting and overload monitoring. Ensure all relevant records are maintained.
 - Co-ordinating insurance claims, valuations and variations in respect of works undertaken. Undertake investigations as necessary.
 - Undertake valuations of vehicles being purchased by the Council's loan scheme.
11. Be the designated person for managing the Fire and Flood Procedures at Kimberley Depot.
12. Manage compliance and act as the point of contact for the surveillance systems deployed within Environmental Services.

Managerial

13. Manage the staff within Transport and Stores ensuring that all employees receive relevant job developmental training in accordance with the Council's Performance Appraisal process and the principles of Continued Professional Development.
14. Responsible for the people management issues of employees within Transport and Stores including such matters as recruitment, absence, disciplinary and personal development.
15. Ensure that Transport related training requirements are carried out for all employees and all records are current and kept up to date. To include Driver Licencing, Fork Lift Operator Licensing, Front Shovel Loader Certification (JCB),

LGV Driver Training and drivers "Certificate of Professional Competence" requirements and Banksman training. Prepare and deliver relevant driving and transport related training to employees.

Financial/Procurement/Performance

16. Ensure compliance with standing orders, financial regulations and statutory obligations.
17. Manage the capital and revenue budgets within Transport and Stores. Monitor progress, produce reports and take remedial action where necessary in order to ensure that budget targets are met.
18. Produce a five year rolling capital expenditure plan for replacement of all vehicles, plant and equipment.
19. Work with the Nottingham Consortium and other suppliers to seek tenders and quotations for the provision of vehicles, plant and equipment.
20. Prepare and develop the Environment Business Plan and Climate Change and Green Future Programme with regards the activities relating to Transport and Stores in accordance with corporate objectives. Monitor progress, produce regular reports and take remedial action where necessary in order to ensure that performance and targets are met.
21. Manage purchases of stores and the annual review of obsolete stock and where appropriate formal write off arrangements.
22. Review and implement the relevant Stores supplier procurement contracts in line with council financial tender regulations.
23. Ensure the effective deployment of ICT systems that support the delivery of a high quality Environmental Services. Use, develop and integrate the use of ICT for business transformation purposes for the purpose of assisting in the process of continuous service improvement
24. Prepare Committee and Management reports in relation to relevant services.

Other Work Functions

25. Represent the Council internally and externally, including attendance at relevant committees, Senior Management Team, Working Groups, stakeholder meeting and forums locally, and regionally
26. Uphold the principles of equality in management and in the conduct of external relationships.
27. Attend evening meetings and undertake work outside normal office hours in accordance with the needs of the service.
28. Deputise for the Head of Environmental Services as required.
29. Undertake such other relevant duties as may be required by the Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T109 – Transport and Stores Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.