

## Job description - Area fleet manager (PB4)

### Job summary

As Area Fleet Manager, you will be based at the Santon Downham Workshop situated in Santon Downham, Brandon, Thetford. You will be responsible for the Forestry Commission's vehicle, machines and equipment working in a geographical area. The team at the workshop consists of a service delivery chargehand, three mechanics and admin support staff. The post works closely with the Service Manager to ensure that all VME is inspected in order to maintain legal compliance.

This is an exciting opportunity to join the team at a time when the Forestry Commission is working towards meeting the ULEV targets with vehicle replacements and associated travel policies. In addition to assisting the Head of Mechanical Engineering in the delivery and co-ordination of health and safety policies and best practice, you will support the business planning operations and other aspects of the fleet management, including Budget Holder responsibilities.

### Key responsibilities & accountabilities

- management of staff to maximise their performance and ensure business objectives are met
- manage the service, maintenance and repair of the fleet to ensure customer satisfaction whilst monitoring both repair costs and availability of key machines
- ensure that all vehicle, machinery and equipment have a minimum 12 monthly inspection to ensure that it meets all relevant safety and service requirements
- prepare and submit an annual budget proposal and analyse monthly budget progress
- ensure that good working relationships are maintained with customers through regular liaison meetings
- ensure that there is a robust understanding and compliance with Health and Safety policies

And any other tasks, reasonably requested by your line manager.

### Location-Specific Information (optional)

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### Skills, knowledge & experience

#### Essential professional and technical experience

- able to demonstrate aptitude of technical, maintenance and health and safety involved in running LCV, forestry machinery, agricultural tractors and attachments as well as small equipment such as quads, trailers and chainsaws
- full UK manual driving license

### Qualifications

#### Essential

- recognised mechanical engineering Qualifications (or Relevant Demonstrable Experience)

#### Desirable

- recognised fleet management Qualification
- H&S qualification such as IOSH Managing Safely



