



## **THE ROLE**

### **Fleet Operations Manager**

**Department:** Fleet Services  
**Role Code:** FL02  
**Grade/Role:** Grade 11  
**Responsible to:** Assistant Director of Strategic Asset Management  
**Responsible for:** Fleet Services Team (*Vehicle & Equipment Workshop, Fleet Transport and Admin Function*)  
**Date Revised:** January 2024

#### **Job Purpose:**

To protect and save life, property, and the environment by having overall responsibility for the effective and legal operation of Essex Fire Authority's fleet of vehicles, fire appliances, operational and specialist personal equipment and the fleet asset repair workshops. Ensuring that equipment, appliance, and vehicle fleet assets are of an appropriate design and incorporating appropriate and cost-effective technology.

#### **Main Duties and Responsibilities:**

1. To be responsible for the recruiting, training, and line management of Fleet Services team. Provide effective leadership, guidance, and direction to Workshop supervisors to achieve high performing teams.
2. To advise on engineering policy, prepare budget and other financial information, (Capital and Revenue) for the renewal of vehicles and equipment, their repair, servicing, and maintenance and to optimise the resources and achieve the most efficient and effective operational fleet for the Service using internal staffing resources and external suppliers and contractors.
3. To implement the safe, cost-effective maintenance of the Authority's vehicles, and to ensure that Statutory and EU Transport Legislation is complied with and brought to the attention of Service personnel as appropriate.
4. To ensure that an appropriate organisation exists to enable the Service to function effectively regarding vehicle and equipment maintenance and to exercise the necessary control to ensure that the organisation continues to operate effectively to meet expenditure commitments.
5. Develop, implement, and deliver the strategy for the Department to meet current and future ECFRS (Essex Country Fire and Rescue Service) needs and to achieve continuous improvements in service delivery. Participate with the Leadership Team in developing plans and strategies for ECFRS, and to contribute to the development of local and national strategy and plans.

## Role Profile

6. To attend and/or chair meetings commensurate with the role, such as Health & Safety Functional Forum, Fleet Tactical Forum, Management Review.
7. Provide support and guidance to Fleet Services staff on the wealth of products through the digital and data provision and assuring accuracy of data within the key Quality records.
8. To work with the Assistant Director of Asset Management to provide Engineering and Technical advice to contractors and end users, promoting cost-effective operation of vehicles, plants, and equipment.
9. Responsible for Contracts monitoring and negotiating.
10. Responsible for the quality standards of inspection and the condition of vehicles, plant, and equipment. Prepare reports on the condition of vehicles, plants, and equipment and to make recommendations on future replacements.
11. Managing the effective relationship with Procurement to review contracts and support a contract register to ensure efficiency and best value of suppliers and services.
12. Conduct financial analysis and business planning for future trends to create new projects plans, strategies and systems and implement within fleet services.
13. Support the delivery of the annual business plan, annual budget planning, risk control, business continuity plan.
14. Monitor and control delegated budgets, responsible for authorising expenditure and approving purchases.
15. Responsible for the 24 hours On Call duties Rota acting in a supervisory capacity to ensure sufficient resources are maintained.
16. To assess contractor's and potential contractor's premises, equipment, and systems of work, prepare reports on their suitability for meeting the requirements of the service.
17. Responsible for the maintenance of the IRTE workshop accreditation, audits standards and Quality Management System and procedures. Conduct internal audits and reports in line with set quality standards.
18. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager. Completing Manager Self Service (MSS) processes where appropriate.
19. Responsible for safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.