

Job Description

Job Title:	Fleet Manager
Division:	Business Support
Reports to:	Operations Director
Direct Reports:	Fleet Administrator
Main Interfaces:	Client, Operatives, Supervisors and Managers

Overall Purpose

Reporting to the Operations Director, The Fleet Manager is responsible for ensuring the strategic management of the fleet in the way it is procured, managed and maintained in such a manner as to support the operational teams efficiently. You will manage all budget and costs associated with the operation of the vehicle fleet and must be used to a fast paced environment where you have to be organised with great multi tasking capabilities.

Key Tasks / Activities / Responsibilities

- Overall responsibility for the day to day running of Fleet Department
- Procure and manage repairs and servicing agreements for suppliers with cost, efficiency but with streamlined processes and customer service the prime objectives
- Conducting fleet analysis to review and procure vehicles in accordance with the company purchasing policy and
- Managing Fleet capacity
- Responsible for procurement, implementation, liaison, reporting and maintaining optimal route planning methods and techniques that evolve as the business grows
- Using KPI analysis and qualitative feedback from various different departments within operations in order to achieve your goals
- Managing Fleet Admin team
- Create and maintain fleet files
- Advice and guidance to operators and managers on fleet compliance issues, inspections and driver compliance
- Ensure all vehicle maintenance checks are up to date including MOT's, road tax
- Management and monitoring of the distribution fuel cards and reviewing costs
- Work closely with H & S team & Sustainability teams
- Management & interrogation of costs relating to damage/fines/repairs/invoices/applications
- Maintain industry accreditations
- Managing and procuring hire agreements for temporary vehicles and reducing the usage to a minimum
- Ensure fleet policy is up to date with current legislation
- Oversee the purchase of any specialist equipment in relation to Fleet
- Working closely with other members of the management team to identify and implement improvements with our fleet
- Keeping accurate compliance records and ensuring successful completion of audits
- Overseeing insurance policies for vehicles
- Reviewing and managing parking costs
- Manage and reduce off road times
- Attend regular reviews with the Director and team

Person Specification

Key Knowledge

- Commercial vehicle law
- Health & Safety relating to Fleet
- Accident investigation and management
- Budget and P & L
- Expert knowledge of transport and driver regulations

Key Skills

- Formal qualification in Vehicle management
- GCSE's A-C in Maths & English or equivalent
- Strong IT skills including Microsoft office
- Strong work ethic
- Ability to prioritise and delegate where necessary
- Ability to work independently and within a team
- Project management
- Customer service
- Negotiation skills and a commercial understanding of the trade
- Excellent communication skills and a diplomatic approach to achieving results
- Strong report writing skills
- Line management of team
- Ability to work to meet deadlines
- Professional and presentable at all times

Key Experience

- Previous fleet management experience
- Worked in Maintenance industry
- Qualification in commercial vehicle management
- Working in high pressure situations

Other Key Information

- Willingness to learn
- Treating others with respect
- Travel will be required to other offices in the UK
- Must hold full UK clean driving license
- 40 hours (Monday – Friday)

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: