

Job Description

Job Title:	Fleet maintenance Controller
Division:	Business Support
Reports to:	Head of fleet
Direct Reports:	Fleet Administrator
Main Interfaces:	Suppliers, Operatives, Supervisors and Managers

Overall Purpose

Reporting to the Fleet Manager, the fleet controller is responsible for ensuring operational management of the fleet on daily basis, this includes daily management of service schedules, breakdowns and liaising with scheduling teams to ensure vehicles off road time is kept to a minimum

Key Tasks / Activities / Responsibilities

- Responsibility for the day to day operations of vehicle maintenance, service and repair
- Ensure efficient booking of vehicles using our approved garages and through 1 link and other suppliers to ensure minimum downtime and operational impact
- Manage all direct stakeholders effectively i.e operative supervisors, contract managers and schedulers
- Managing Fleet capacity and fleet insurance- first line of contact with Insurance for end to end to end claims handling/management
- Create and maintain fleet files
- Advice and guidance to operators and managers on fleet compliance issues, van inspections and driver compliance
- Ensure all vehicle maintenance checks are up to date
- Management & interrogation of costs relating to repairs/invoices/applications
- Maintain industry accreditations
- Ensure fleet policy is up to date with current legislation
- Keeping accurate compliance records and ensuring successful completion of audits
- Manage and reduce off road times

Person Specification

Key Knowledge

- fleet Maintenance
- Fleet management software skills
- Service Bookings using 1link
- Accident investigation and management/ insurance
- Budget and P & L
- Advanced Excel
- Expert knowledge of transport and driver regulations

Key Skills

- CPC
- 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 in a fast paced environment
- 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: