**Job Description and Person Specification Profile**

|  |  |
| --- | --- |
| **Job Title:**  | Workshop Supervisor |
| **Job ID:** | F80 |
| **Service:** | Waste Management and Fleet Services |
| **Grade** | G |
| **Reporting to** | Workshop Manager |

|  |
| --- |
| **The Role** |
| The Post holder will contribute to the effective and efficient Supervision/Management of workshop staff whilst they undertake the routine maintenance and repair of the Councils fleet of vehicles and plant for service users and private customers of the Authority and to carry out all administration necessary to ensure legal compliance and income generation. **Main Duties and Responsibilities include:**1. Programme all services/inspections and MOT’s for the maintenance of all vehicles and plant equipment.
2. Book in and allocate all work.
3. To actively supervise all staff to ensure effective maintenance activities and to ensure that all staff are fully utilised for the duration of the shift.
4. To provide technical advice and guidance to staff
5. To carry out quality control of work.
6. To ensure the health and safety of all workshop staff and visitors.
7. To ensure all workshop staff follow all health and safety procedures and instructions.
8. To provide winter call out (stand-by cover)
9. To carry out return to work interviews as part of the councils managing attendance guidelines.
10. To carry manage and monitor and subcontractors on site for safety and performance/quality.
11. Liaise with external suppliers or customers for work authorisations and order numbers etc.
12. To administer all warranty work obtaining all necessary authorisations and the return of defective parts attached to such work.
13. To complete all administration work as directed e.g. input all necessary information to the fleet management system (all labour input, job closures etc). Or any other IT system in place.
14. Identification and repair of faults on vehicles and plant.
15. To work with and support the Workshop Manager.
16. To carry out the instructions of the Workshop and Transport Managers.
17. To provide cover for other Supervisors/Charge hands as and when requested.
18. To act as key holder and to open up and lock the building and to ensure the security of the building and car parks at the end of each shift.
19. To deputise for the stores personnel in the issue and accounting of all parts issued. To ensure security of the stores during any period of cover.
20. To liaise with and allocate work to outside contractors as required.
21. To drive all classes of vehicle for which the post holder is licensed.
22. Evaluate information and data interpretation of technical information.
23. Observe correct Health and Safety procedures at all times.
24. Any other duties as required by management which is commensurate

 With the responsibility of the post.1. As an employee of the Authority any other duties as required by mana to be responsible for the implementation of the Council Equal Opportunities Policy.

  |

|  |
| --- |
| **About You** |
| **Your essential qualifications*** NVQ Level 3 in Vehicle Maintenance and repair (Heavy Vehicle) / or City Guilds Certificate or equivalent

**Your essential skills, knowledge and experience*** Literate and Numerate
* Experience of working within a large workshop environment.
* Substantial experience of repairing municipal vehicles
* Competent in the use of IT systems (word, excel, email)
* Experience in the use of computerised fleet management systems.
* Ability to plan work and meet deadlines.
* Knowledge of electrical systems.
* Good communication skills.
* Appreciation of good customer care practice.
* Knowledge of health and safety requirements and practices of a modern vehicle workshop.
* Good level of fitness.
* Ability to work on own initiative and without supervision.
* Current full clean driving licence.
* Ability to motivate staff.
* Ability to manage/supervise a skilled workforce.

**If you have the following experience or qualifications – then that’s great!*** Large Goods Vehicle driving licence (LGV) (Category C)
 |
|  |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

|  |
| --- |
| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

