

## **JOB DESCRIPTION**

**JOB TITLE:**           **Manager – Mechanical (Fleet, Workshop & Recycling)**

**REPORTS TO:**       **Director of Municipal Services**

---

### **PURPOSE OF THE JOB**

Organise, control, manage and develop staff and services of the vehicle workshop, fleet of vehicles, recycling or other equipment owned/required by the Parish of St. Helier, to meet the Parish's needs in ensuring a high quality, cost effective, and technical service is provided to support all Departments.

To provide the Parish of St. Helier and its clients with a multi-faceted skills base from which the Departments can draw on the expertise/experiences of the Technicians within its workforce in order to maintain and repair the plant and equipment to the highest standards.

Organise, control and manage the recycling process, including the quality of the commodities for onward shipment to the recycling partner.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Technical**

1. Manage, organise and control an efficient mechanical engineering workshop including the management of Technicians and Graded Workers.
2. Manage, plan, control and organise the planned preventative and corrective mechanical maintenance on all of the Parish's plant, fleet and other equipment in order to maximise their lifespan and ensure safety. This involves monitoring the performance of mechanical plant and machinery, ensuring remedial work is undertaken to prevent failure/loss of the plant and equipment and the production of job sheets and allocating the work on a daily basis to the Mechanical Technicians, monitoring progress and inspecting completed work to ensure the required standards are achieved.
3. Manage / provide a mechanical installation, fabrication and maintenance facility for other sections of the Parish, e.g. Roads & Building Maintenance.
4. Responsible for major installation or maintenance projects, leading the team of Technicians assigned to the task. Provide a mechanical engineering advisory service to other sections within the Parish.
5. Manage unplanned work resulting from breakdown and emergencies, making sure they are dealt with in efficient manner by prioritising as required for the provision of a 24 hour callout service.

6. Create & maintain a register of all workshop equipment to manage the timely calibration and maintenance of this equipment. Ensure all lifting gear and workshop equipment is maintained to the highest possible standard. (including wash bay and recycling shed)
7. Manage the administration of the mechanical workshop. Ensure all log books and departmental records are effectively maintained to enable stock control, ordering of parts and all other workshop functions operate efficiently.
8. Manage the vehicle cleaning program to meet the operational requirements of the various departments across the parish.
9. Produce monthly and annual transport statistics and reports, to review performance and recommend procedural enhancements for discussion with the Municipal Services Director and appropriate area managers.
10. Develop an environmental strategy for the workshop, to include waste management, recycling and reuse of oil. Produce a long term vehicle replacement program in conjunction with other departmental managers.
11. In conjunction with the Director, develop and manage the sorting process of the parish recycling scheme, identify appropriate automation systems, implementation of recycling sorting equipment and maintenance of equipment once installed.
12. Work within the Workshop on a regular basis, to retain/update mechanical skills & knowledge. Be prepared to step in and assist Mechanical Technicians in times of emergencies & undertake on the job training with Mechanical Technicians should it be required.

### **Financial**

1. Manage and formulate cost estimates for work required from other Parish Managers as well as client representatives from outside clients, informing them of the scope of work to be undertaken and advising them of any consequences of this work.
2. Prepare materials specification and order from stock or suppliers ensuring best price and delivery in accordance with The Parish of St. Heller's Procurement procedures. Control the issue of stock items to Technicians, ensuring all materials are requisitioned from stores in the correct manner. Manage the workshop budget by ensuring the above practices are followed; investigating any discrepancies.
3. Manage the parish vehicle compound which includes releasing vehicles, taking payments from the public and issuing receipts.
4. Provide support and advice on vehicle and equipment purchase where applicable, and manage the disposal or sale of vehicle/equipment which is deemed surplus to requirements.
5. Approve job sheets to ensure the correct allocation of time and materials has been recorded.

## **Human Resources**

1. Manage a team of Manual Workers and Technical Workers. Review staffing arrangements by organising staff allocation of annual leave and sickness to ensure operational requirements are met. Ensure back to work interviews are conducted on an employees return to work. Identify and deal with any potential disciplinary issues. Ensure weekly timesheets are filled in correctly, authorising payment of wages and that the Section runs smoothly dealing with any problems/issues that arise.
2. Introduce a staff training program to ensure personnel are adequately trained for the tasks they are due to perform. Keep up to date with any technical changes within the industry.
3. Develop a procedure for accidental damage to vehicles and equipment which is reported by staff, including a reporting process, review of incident, suggested outcomes.
4. Assessment of all HGV Drivers and Drivers of mini-buses for Parish Residential Homes and Day Nurseries.
5. Assist with the management of other municipal departments, throughout busy periods or during times of holidays/sickness.

## **Health & Safety**

1. Establish, implement and monitor safe working practices and procedures. Perform and record routine safety inspections on equipment and work sites and ensure the fleet conforms to all health & safety regulations to minimise any danger or accidents.

## **KNOWLEDGE & EXPERIENCE**

In order to be recognised as a Manager – Mechanical (Fleet & Workshop) you will have successfully completed a 4 year apprenticeship leading to a full BTEC National or City & Guilds Technician qualification (or NVQ equivalent) in Mechanics.

At least, 10 years in-depth post qualification experience in plant maintenance and workshop practice. Experience a second trade is preferable.

The post holder must be able to demonstrate experience in staff management, motivation, training, customer services, communication skills and use of computerised systems. These skills will have been gained through a combination of on-the-job experience and formal training courses such as CMI Certificate in Management.

The role calls for excellent administration skills and an ability to understand the financial implications of the post holder's actions and the effect that will have on client budgets.

On-the-job training or short courses will have lead to further qualifications in Grinding Wheels, Health & Safety, basic electrical fault finding, HGV Driving Licence, assessment of other drivers and keyboard skills.

A full understanding of all relevant laws and regulations governing the areas under his/hers control

In house/manufacturer training is provided for new or replacement plant at required

The post holder will hold a Waste Licence for the Parish of St. Helier. This will require attending a Waste Management Course, proving they are technically competent in this area and being assessed by an external body to hold the licence.

## **CONTACTS**

The post holder has a high degree of contact with other staff at all levels due to their role and is often the first point of contact for people requesting new work or progress of existing jobs.

The post holder has responsibility for the Health & Safety, of the staff reporting to him and also for any other people in the vicinity of work being carried out.

The post holder is responsible for ensuring the suitable Risk Assessments have been carried out prior to commencement of work.

Contact throughout the day with colleagues, technicians, graded workers and managers from other sections within the Parish, when assistance is requested, or when discussing work to be carried out on their behalf. Liaison with private contractors, suppliers, manufacturers and other specialists is required in connection with work being carried out on specialised equipment.

States of Jersey Police and Honorary Police from all Parishes, in relation to the holding and releasing of vehicles from the Parish compound.

The general public.

The Driving and Vehicle Standards Department (DVS).

All companies involved in the allied trade connected with the duties and responsibilities of the post holder.

## **SUPERVISION / RECOURSE TO OTHERS**

The Director of Municipal Services to whom the Manager – Mechanical (Fleet & Workshop) reports, is based in the same location, but does not work closely with the post holder, The Director is reliant on the expertise and experience of the post holder with regards Mechanical expertise and therefore the post holder must be prepared and capable of making decisions and consequently must possess good management/leadership skills. They must arrive at decisions in a clear and logical manner.

Often the work is on-site and the post holder is the senior person representing the Parish/Section/Department.

Allocation of work to specific technicians is the responsibility of the post holder as is the monitoring of their performance.

When the Director of Municipal Services is absent or off-site for whatever reason, the post holder will be required to make job related decisions without recourse.

### **MANAGEMENT / SUPERVISION OF OTHERS**

The post holder is a Manager – Mechanical (Fleet, Workshop & Recycling), responsible for the management and supervision of staff in the Mechanical Maintenance/ Recycling Section which can comprise of:

Charge-hand Technician - Mechanical  
Mechanical Technicians  
Labourers  
Apprentice Mechanical Technician

The post holder manages/sets daily work priorities for all employees, issuing work in the form of job sheets together with verbal instructions.

Due to the nature of the work and the environment in which it is carried out the post holder will often give detailed instructions to staff prior to commencement of work so as to comply with the following:

- H&S Risk Assessments
- Work safety procedures
- Jersey Water Pollution Law
- Employment Law (due to overtime and call out rosters the post holder must be aware of rest time regulations when allocating work to staff).

The management responsibilities require the post holder to deal with personal issues from team members reporting these to the Municipal Services Director if necessary.

The post holder will be included in the management team during the selection and recruitment process for new staff.

Technical training of staff in areas outside of their core skills.

### **MENTAL & PHYSICAL CONDITIONS**

Mental Effort – The post holder must be able to apply a clear and analytical mind to problems and work through a fault checking procedure to find the root cause of the problem and allocate the necessary resources to carry out the repairs. Concentration is required both in performing the job and in having the correct state of mind to overcome some of the more unpleasant physical conditions experienced. The post holder must be able to work under pressure and be able to cope with managing several tasks at one time and have full knowledge of the progress of the various jobs being carried out by all the Technicians.

In recent years the mental pressure on the Manager – Mechanical (Fleet & Workshop) has increased. Greater financial controls as well as an increase in legislation have affected the Parish workplace. In addition to the traditional role of the Manager – Mechanical (Fleet & Workshop) the post holder is required to be conversant with financial procedure/computer systems, aware of the implications of the Employment Law when allocating work involving overtime and standby, on the front line to ensure that there are no instances of harassment and bullying in their area of the workplace, ensure that Health & Safety legislation is complied with.

Physical Conditions – The majority of the installations being worked on are by nature heavy, dirty, noisy, smelly and dusty. Whilst some work is carried out in the workshop, most work is out on site in all weather conditions. Work involves contact with refuse, recyclables, drains/sludge and clinical waste.

Duties undertaken by the department can involve working in all positions and out in all weather conditions.

Much work on the major items of plant requires extreme physical effort to manhandle the component parts and equipment. Typically weights of up to 40kg have to be carried up and down stairways, large valves have to be lifted into place, shafts and gearboxes have to be manually removed. To make the tasks even more arduous the equipment is sometimes coated with refuse/sludge, or maggots which have to be cleaned before gaining access to some of the more inaccessible areas.

## **RESPONSIBILITIES**

The value of the Parish vehicle fleet is approximately £3 million and Parish plant is to the value of approximately £1 million, which includes compressors both mobile & static, pumps both, mobile and static, lawnmowers, strimmers, weed-killer unit, recycling sorting machinery, composter etc.

The post holder has the responsibility for the management & physical well-being of personnel operating the plant he is responsible for maintaining, The Parish rely entirely on the Manager's skill and experience to provide a safe and efficient service. All completed work has to be cleared and signed off for safe operation by the Manager – Mechanical (Fleet, Workshop & Recycling) before the equipment can be put back into use.

The post holder is responsible for the upkeep and maintenance of all tools, safety equipment, workshop machinery and any other specialist equipment, vehicles etc. used in the course of their duties.

## **OTHER INFORMATION**

With continuing advancements in technology some of the older Parish Vehicles and plant are being replaced with state of the art machinery which operates more efficiently. However, to ensure that these types of vehicles/plant, performs to its optimum design it is essential that they are maintained correctly and regularly.

Whilst the traditional skills of the mechanical fitter are still required, the post holder must

become ever aware of the complex nature of the machinery, its modes of operation and how it fits in with the overall service provided by the Parish. This necessitates becoming skilled in operating and understanding computerised vehicles and technical information.

Even though the majority of equipment is relying more heavily on computerised control and monitoring, the workings are still made up of heavy mechanical components that require maintenance and replacement.

The Manager – Mechanical (Fleet & Workshop) is a skilled Mechanic/Manager with the capability of maintaining a diverse range of plant and equipment. Flexibility is required from the post holder as well as the ability to provide out of hours support if required to attend to any major breakdown or problem.