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| London Borough of Merton **Environment, Civic Pride & Climate Department**  **Job Description** |

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| POST TITLE: Fleet Officer **Grade:** ME10  **Department and Division:** Public Realm: Environment, Civic Pride & Climate  **Location:** Amenity Way Depot  **Responsible to:** Passenger Operations and Fleet Manager with dotted line reporting to Street Cleansing Manager  **Responsible for: N/A**  **Post number: Date:** *This date should only be changed following a formal evaluation by HR* |

1. **MAIN PURPOSE**

Reporting directly to the Passenger Operations and Fleet Manager, with dotted line reporting to the Street Cleansing Manager, the individual in this role will have primary responsibilities that encompass various essential tasks. These tasks include overseeing compliance with driver hours regulations, conducting comprehensive vehicle safety compliance checks, coordinating adherence to environmental standards, spearheading training initiatives, and executing Council policies and procedures.

To support the Street Cleansing Manager in upholding the highest standards of regulatory compliance, operational excellence, and safety within Merton Council’s Street Cleansing Fleet.

The individual in this position will contribute to establishing and implementing a robust compliance framework. This will involve consistently evaluating regulatory requirements and industry best practices to facilitate the achievement of a secure, efficient, and legally compliant Fleet Service. Active participation in and promotion of fleet compliance training initiatives will be a vital aspect of this role.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To support the council’s Passenger Operations and Fleet Manager with the management of any Operator’s Licence and appropriate audit systems to document compliance monitoring in line with all requirements
2. To have responsibility for over 100 vehicles with a value of £7.7million
3. Ensuring compliance with both legal regulations and organisational policies pertaining to the Street Cleansing fleet, maintenance activities, and drivers. Keeping abreast of and communicating changes in legislation, policies, and guidelines that affect any aspect of the Fleet, maintenance activities, or drivers.
4. To develop, establish and maintain strategies for the delivery and continuous improvement of services in line with good practice, service user requirements, council policies and budgetary constraints, and to develop the service arrangements to reduce costs, demonstrate value for money and reflect changes in legislation and other relevant factors.
5. To develop a working partnership with the Waste Collection Contractor to ensure timely maintenance of the street cleansing fleet.
6. Providing routine compliance and service reports to Street Cleansing Manager.
7. Scheduling regular inspections of fleet and contracted vehicles as well as drivers to verify their adherence to legal responsibilities.
8. Ensuring that all drivers fulfil their driving duties in a responsible, safe, and legal manner.
9. Monitoring and ensuring compliance with vehicle maintenance, driver defect reporting, and drivers' records.
10. Conducting audit checks of the Authority's plant and tool assets.
11. Providing guidance and education to drivers and Supervisors regarding their legal responsibilities for conducting daily checks.
12. Monitoring and reporting on speeding, overloading, vehicle safety, and any other traffic offences within the fleet.
13. Maintaining records of drivers' licenses and driver CPC training requirements.
14. To undertake the day-to-day administration of Merton’s Vehicle Insurance scheme, including investigation of claims, liaising with insurance companies and third parties in connection with accidents and claim forms, calculating recharges to relevant Departments for vehicle repair work carried out in the Transport Workshop and by ensuring the database is updated and maintained in keeping with the Driver and Vehicle Standards Agency (DVSA) requirement
15. Ensuring staff are adequately trained to meet legislative, contractual, and quality assurance requirements.
16. Providing advice and recommendations to the Service Manager on vehicle purchasing decisions.
17. Maintaining effective communications with staff and third-party contractors and clearly managing expectations.
18. To hire vehicles through the supported procedure on behalf of Council Departments ensuring best value by observing the Council’s procurement procedures, including recharging the relevant departments
19. To administer and record the hire vehicles service schedules
20. To schedule, as directed, and provide reminders to service users of scheduled MOT / Tacho appointments for Merton Vehicles as necessary in order to stay within legal timescales
21. Reconcile supplier invoices, and make appropriate journal transfers to customer accounts, making sure all internal systems are up to date.

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| London Borough of Merton **Environment, Civic Pride & Climate Department**  **Person Specification** |

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| Post Title: Fleet Officer **Grade: ME10**  **Date: September 2024** |

1. ***Knowledge***

* In-depth understanding of fleet management maintenance.
* Knowledge and understanding of environmental regulations, emissions standards, and fuel efficiency requirements, with the ability to interpret and apply these regulations.
* Knowledge of fleet regulations, laws, and standards, including driver hours, vehicle roadworthiness, safety protocols, and environmental obligations.

1. ***Skills***

* Demonstrated expertise in staff engagement.
* Collaborative team player with the ability to work effectively within a group.
* Proficient with a strong working knowledge in Microsoft Office applications and waste related software.
* Demonstrable written, verbal and presentational communication skills.
* Proficient in negotiation with third party vehicle repair services and conducting diagnostic tasks.
* Preparing and submitting accurate and relevant reports to management
* Skilled in establishing and fostering a credible relationship with operational delivery teams
* Excellent capacity to prioritise and manage a demanding workload to meet deadlines effectively.

1. ***Experience/Training***

* Clean driving licence
* Demonstrated experience in fleet management operations.
* Exceptional working knowledge of street cleansing, vehicles
* Proven experience in service planning and quality management.
  + Knowledge of and commitment to the Council’s Equal Opportunities policy and an ability to implement this within the department and to ensure that it is reflected in managing the service.

1. ***Special Requirements***

* Ability to attend meetings, if required, outside normal office hours.