Operations Manager (Garage)
£33,106 - £40,619

Based at Montague Street Workshop
Working 36.5 hours per week

You will be an experienced manager with a background in vehicle maintenance who can demonstrate an understanding of high quality repair and maintenance services for a waste management vehicle fleet.

You will manage an efficient programme of fleet testing, inspection and examination and ensure compliance with statutory legislation.

You must have a current and valid C+E LGV licence, management experience together with an ability to use the Microsoft Office Suite and fleet maintenance programmes.

Informal enquiries to Asha Kadara on 0121 303 4165.

Ref: EC0622016

Closing date: Friday 30 December 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful.”
Place Directorate

Job Description

Post: Operations Manager (Garage)    Salary/Grade: GR5
Division: Waste Management    Section: Garage, Driving School and Stores

1. **Job Purpose**

1.1 To provide a high quality comprehensive repair and maintenance service for the Waste Management (WM) vehicle fleet and the wider Birmingham City Council (BCC) vehicle fleet where contracted to do so.

1.2 To ensure the efficient programme of fleet testing, inspection and examination to ensure compliance with statutory legislation ‘O’ Licence, Health and Safety Legislation and best practice along with Birmingham City Council Policies and Procedures.

2. **Duties and Responsibilities**

2.1 To be accountable for the performance of the team and to manage and control allocated resources, to ensure efficient quality services are provided within the agreed budget, that targets are met and work programmes are delivered to achieve operational objectives.

2.2 To manage the forward planning, programming and direction of functions within the area and to facilitate and implement changes to improve and develop services.

2.3 To effectively utilise all resources available and to manage, motivate and develop employees, to maintain a high level of satisfaction and achievement in delivering quality services. To manage a comprehensive training programmes for all garage staff.

2.4 To manage the annual review of Safe Working Procedures and Risk Assessments and H&S checks for all garage locations.

2.5 To be accountable for the effective management of the team budget ensuring compliance with statutory provisions, financial regulations and standing orders of the City Council.
2.6 To assist the ‘O’ Licence holder in their duties, to ensure compliance with the required ‘O’ Licence provisions, ensuring fleet operations are delivered and all operatives are aware of the work in accordance with all relevant H&S legislation and industry standard practice.

2.7 To promote and ensure compliance with all the City Councils Policies and Procedures including: Equal Opportunities, Health and Safety at Work, Performance and Development Reviews (PDRs), Managing Performance, Disciplinary Procedures, Managing Attendance and BEST and Business Transformation.

2.8 To develop fleet maintenance income generation initiatives and activities within BCC and other public and private sector organisations and to liaise with the service manager regarding opportunities that arise to maximise efficiency of the section recommending along with facilitating change.

2.9 Provide performance and financial reports as requested by the Service Manager to assist in the management of the fleet.

2.10 Contribute to the City Councils sustainability strategy by being aware of resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.

2.11 To ensure appropriate provision of training, tools, equipment and PPE for all staff, to liaise with the stores about procurement and stocks of consumables and other parts supporting repair and maintenance functions.

2.12 To carry out other duties commensurate with the grade.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:**
Service Manager – Garage, Driving School and Stores

3.2 **Level of Supervision**

3. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Workshop Supervisors</td>
<td>GR4</td>
<td>5</td>
<td>3</td>
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<tr>
<td>Technical Receptionist</td>
<td>GR4</td>
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5. **Special Conditions**

   Observance of the City Council’s Equal Opportunities Policy will be required.
Place Directorate

Person Specification

Post: Operation Manager (Garage)  Grade: GR5
Division: Waste Management  Section: Garage, Driving School and Stores

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>Education/Qualifications NB: Full regard must be paid to overseas qualifications.</th>
<th>1. Must have a current and valid C+E LGV Licence</th>
<th>AF/C</th>
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<tbody>
<tr>
<td>Experience (Relevant work and other experience)</td>
<td>1. Extensive experience of vehicle maintenance functions in a Municipal environment.</td>
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<td>2. Management experience to include employee relations, staff development and performance monitoring.</td>
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<td>3. Notice of vehicle management policies and legislation</td>
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<td>Skills &amp; Ability e.g. written communication skills, dealing with the public etc.</td>
<td>1. Good Interpersonal, negotiation, customer relations, resources management and product development skills</td>
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<td>2. Must demonstrate commercial/entrepreneurial awareness.</td>
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<td>3. Competent communication and presentation skills.</td>
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<td>4. Ability to write clear and concise reports</td>
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<td>5. Ability to plan, manage, co-ordinate and programme services</td>
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<td>6. Demonstrate commitment to quality in all aspects of service delivery</td>
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<td>7. To have an in-depth knowledge of IT databases, spreadsheets, Microsoft Office and fleet maintenance programmes.</td>
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<td>Training</td>
<td>1. Must attend periodic training and assessments</td>
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<td></td>
<td>2. Evidence of continual professional development</td>
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<tr>
<td>Other</td>
<td>1. An awareness, understanding and commitment to Equal Opportunities</td>
<td>I</td>
</tr>
</tbody>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.