

JOB VACANCY: TRANSPORT MAINTENANCE MANAGER

We have a new job vacancy for a Transport Maintenance Manager to manage the day-to-day running of the company's transport maintenance facility. The work includes ensuring legal compliance, managing employees and achieving department KPIs. The post holder will work collaboratively with senior management to ensure all tasks are completed in a timely manner and relevant targets are met. This will involve working beyond normal contracted hours and being 'on call' as required to fulfil the needs of the role.

LOCATION: Liverpool Transport Depot.

WORKING HOURS: 43.75 hours per week, 07:45-17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Organise and manage maintenance workshop staff.
- Act as the trained first aider for the site and Health and Safety rep for the Transport site.
- Cover for the Transport Manager-Assistant Site Manager, Key holder for emergency site callout.
- Ensure that all vehicle maintenance operations are carried out in line with UK and EU laws and VOSA regulations, in line with the compliance requirements.
- Ensure that all fleet vehicles and related equipment remain at the forefront of safety and road worthiness, managing both the R2C and Mainsaver, ensuring all work is complete and inspection sheets are filled out correctly and on time.
- Organise all outsourced vehicle servicing contracts, reviewing all invoices and queries internal and external that may arise, attending meetings with suppliers and negotiating best costs for parts and consumables to maintain the maintenance stores.
- Manage driver daily checks, ensuring all defects are actioned and vehicles are roadworthy.
- Preparation and planning for vehicles servicing and MOTs to ensure all vehicles and trailers are inspected every six weeks and MOT times are maintained.
- Overview of all vehicles at all sites including site visits when required.
- Manage and organise all company pool cars and vans ensuring servicing and MOTs are maintained.
- Extensive knowledge including vehicle and industry legislation and well trained on the HGV inspection/testers manual.
- Manage the repairs, maintenance of skips (including welding, fabrication, and body repairs).
- Responsibility for compliance with Quality, Environmental and Health & Safety standards in force at any given time; ensuring all workers always follow safe working practices.
- Ensuring there are sufficient resources and workers available to meet short, medium and long-term objectives.
- Management of all contractors attending site ensuring all permits are in place and correctly filled out.
- Management of direct reports on a day-to-day basis; using all available resources including appraisals; and fostering good working relationships with colleagues, senior management and directors.
- Development of the existing staff including talent mapping, motivating and personal development.
- Ensuring all equipment and materials are kept in good repair, including calibration.

- Ensure materials and supplies are ordered in a timely manner and the throughput of work is well planned and documented all parts are booked out correctly to all work orders where applicable.
- Ensure all vehicle service/repair records are maintained for inspection/audit by statutory bodies.
- Forecast industry changes and react where required whilst implementing correct course of actions, buying, and selling of vehicles for best available cost and reporting back to the Directors.
- Reviewing workshop performance and ensuring delivery of key financial targets.
- Continually improve and develop the vehicle workshop systems, involved in key projects relating to new builds, specification of specialist vehicles and repairs and modification to plant and HGV vehicle/trailers.
- Undertaking review of staffing levels and liaise with the Transport Manager to initiate the recruitment and performance management process.
- Provide Weekly and Monthly KPI Reports to the Transport Manager.
- To carry out any additional duties that may be reasonably requested from time to time.
- Attend vehicle breakdowns as required.
- Maintain full housekeeping protocol within the transport maintenance facility, conducting interviews, investigations and disciplinaries.

KEY COMPETENCIES

- Excellent people skills and the ability to manage and develop others.
- Ability to develop good working relationships with colleagues, customers, and other business contacts.
- Professional in all aspects of work including but not limited to relationships with customers and other professionals.
- Excellent time management and organisational skills.
- Ability to work under pressure using on own initiative, managing multiple tasks and meeting deadlines.
- Strong organisational skills.
- Ability to work flexibly and make decisions quickly.
- Clear effective communicator; in person, in writing and on the telephone.
- Ability to harness modern technology, implement industry best practices.

ESSENTIAL SKILLS

- Time served experience.
- Extensive experience of running a busy vehicle workshop and providing support across areas of the business using your engineering experience.
- Proven track record of working on the front line in a similar business and thoroughly understands the dynamics of an in-house vehicle workshop.
- A sound understanding of the DVSA MOT standards and enforcement knowledge.
- Ability to deliver verbal and written reports to senior managers.
- Educated to GCSE level or equivalent with good literacy and numeracy.
- IT literate with the ability to use a range of packages applicable to the role.
- A commitment to upskill as required to meet the changing needs of the business.
- Full, clean driving, a Class C or Class C+E driving licence.
- Excellent understanding of vehicle maintenance requirements.
- Heavy automotive qualifications or accreditations.
- Full and comprehensive understanding of HGV mechanical and electrical systems.
- An excellent commercial understanding of vehicle costings and resource management.

DESIRABLE SKILLS

- Excellent decision-making skills, a high level of initiative and able to prioritise and problem solve
- Ability to work in a dynamic, fast paced environment.
- Works well under pressure and is still able to inspire and lead a team of fitters/technicians in various disciplines.
- Ability to work as part of an integral team.
- Excellent time keeping, flexibility and attendance is required
- Relative experience in environmental controls applicable to transport/metal recycling and other associated processes.

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to:
recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.