

Job Description

Job Title:	Workshop Manager
Reporting to:	Head of Transport
Overall purpose of the role	
<p>The successful candidate will ensure all vehicles operated by Haulage Holdings Ltd are maintained to a standard that meets current industry legislation and is in line with our Operators Licence undertakings. This is a hand's on position, so you must be able to adopt a hands-on approach when required to all aspects of the role to ensure continued high levels of work are carried out right first time.</p>	
Main duties and responsibilities	
<ul style="list-style-type: none"> • Responsibility for a large fleet of Specialist Commercial HGV & Trailers • Managing and motivating a team of Maintenance staff to ensure that Company standards are adhered to in all aspects of the maintenance facility, this includes vehicle safety maintenance, inspection, plant and equipment, stores, health and safety, work quality, vehicle cleanliness and environmental responsibilities. • Adherence to the programming/preparation of vehicles to VOSA Test Standards. • Achievement of engineering KPIs/budgets. Programming and overseeing preventative maintenance. • Fleet Safety Inspection scheduling • Arranging MOT's in order to minimise disruption to the operation particularly during peak periods. • All vehicle records being maintained to Department of Transport Standards • Defect rectification both in workshop and roadside • Managing Third Party Breakdown providers • Compliance and adherence to Company standards with regards to Health and Safety and quality engineering systems. • Ability to manage ever changing priorities and working to tight deadlines. • Build positive working relationships with key stakeholders to work harmoniously to achieve collective objectives • Deal with all issues promptly and escalate as required • Ensure the safety of mechanics and fleet through regular training and audits • Provide MI to the Head of Transport and management as required • Analysis of damage/repair reports. 	
Person Specification	

Job Title:	Workshop Manager
Qualifications & Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Experience in managing a busy HGV/ Vehicle workshop • Strong communication skills and be an experienced and effective manager. • Strong relevant technical background • Ability to react and prioritise workload. • Parts ordering/management experience • Mechanical certification where appropriate • A professional and responsible attitude • Excellent organisation skills and assertiveness. • Up to date on all transport and compliance regulations <p><i>Desirable</i></p> <ul style="list-style-type: none"> • LGV1 Licence • Management CPC desired but not essential
Behaviours	<ul style="list-style-type: none"> • Effective communicator • Lead by example • Ability to deal calmly under pressure
Measures of Success	
Key Relationships	
<ul style="list-style-type: none"> • Mechanics and Maintenance Admin Staff • Planning team • Compliance Manager • Supply chain team • Head of Transport 	