

# Hertfordshire County Council Job Outline



**JOB TITLE:** Fleet Manager  
**GRADE:** H9  
**REPORTS TO:** Group Commander, Technical Services  
**TEAM:** Technical Services  
**DEPARTMENT:** Community Protection

## **Purpose of the Job**

Manage the Community Protection Transport Department for the County of Hertfordshire

Be responsible for the planning, strategy and delivery of the Community Protection Vehicle Replacement programme

Be the single point of contact to deal with enquiries from key stakeholders including Members regarding the Community Protection Fleet

Have the knowledge and understanding of relevant legislation to advise and inform the Community Protection Directorate on areas related to enforcement and infringement of the acts

## **Main Areas of Responsibility**

1. Manage the provision of a fleet of vehicles for Community Protection including but not limited to fire appliances and specialist response LGVs, operational response cars and station utility vehicles. This includes the provision of an ongoing maintenance schedule for existing vehicles as well as the procurement of new vehicles in line with the Vehicle Replacement Programme
2. Manage the Transport Budget for the Technical Services Budget Holder, monitoring and controlling Capital and Revenue finance streams, preparing capital bids and completing monthly revenue forecasts
3. Manage the daily activity for the Fleet Supervisor and Fleet Assistant, ensuring they have the prerequisite resources to enable them to carry out their work
4. Deal with enquiries from key stakeholders including Hertfordshire County Council, vehicle and coach build manufacturers, Members and the local community regarding issues and concerns in relation to the Community Protection fleet, this includes giving advice on relevant legislation for legal and enforcement purposes

5. Represent the Community Protection Directorate at local and regional levels including NFCC meetings to ensure effective collaboration with other Fire and Rescue Services and act as the Single Point of Contact for other emergency services
6. Completion of specification documents for appliances and operational support vehicles, working closely with the Appliance Development Group and relevant stakeholders to agree end user requirements
7. To assist with departmental absences and shortfalls within the Transport Team by monitoring the service and maintenance schedule, phone calls and emails.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

### **Knowledge, Experience, Training and Qualifications:**

- A recognised fleet management qualification is preferred
- Knowledge of and ability to understand the relevant legislation and acts;
  - Fire Services Act 2004
  - Health and Safety at Work Act
  - Road Traffic Acts
- Clear, decisive and persuasive communication skills, both written and verbal, demonstrating the ability to adjust to the target audience
- Ability to work under own initiative within the limits of responsibility, making recommendations for endorsement by the departmental manager
- Able to supervise staff, setting objectives and reviewing progress and outcome
- Ability to work collaboratively with colleagues displaying trust and respect to achieve the departmental objectives
- Able to understand, interpret and amend vehicle specifications and risk assessments to fulfil the needs of the end user

- Knowledge of the diverse range of vehicle requirements required to operate an operational fleet for the Fire and Rescue Service
- Appreciation of the political context in which the CPD operates, demonstrating an awareness of the wider implications (e.g. financial and environmental).

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.