



JOB TITLE:	Workshop Manager
SALARY GRADE:	Grade 11
JE REFERENCE:	A740
DIRECTORATE:	Operational Preparedness
TEAM:	Workshops
LOCATION OF WORK:	Vesty Business Park
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Transport Manager
RESPONSIBLE FOR:	Supervising a large number of Authority employees

LEADERSHIP BEHAVIOUR LEVEL:	Leading Others
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MAIN JOB PURPOSE

To run the Transport Workshop and control service schedules, maintenance records, monitor and report to Transport Manager of any slippage, KPIs, health and safety. Authorise the ordering of vehicle parts.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

To carry out duties including:

1. To manage the transport workshop facility.
2. To authorise repairs, servicing and modification tasks as detailed by the Transport Manager.
3. Advise management and operational equipment in relation to safe stowage on vehicles.
4. To act as Site Manager for the MOT Testing facility ensuring the MOT site remains compliant.
5. To carry out MOT site inspections in line with DVSA guidelines
6. The setting of service schedules and reporting any slippage to the Transport Manager.
7. To ensure that all vehicles are repaired within road transport legislation and the CFOA maintenance manual.
8. To compile and review KPIs on a monthly and annual basis and advise the Transport manager on any issues or trends.
9. To be responsible for all documentation connected with performance management and vehicle records.
10. To be responsible for the identification of any training needs, planning and organising training courses for workshop staff
11. To carry out monthly Health and Safety inspections, quarterly joint inspections and annual audits of the workshop facility and record and action any issues through OSHENS.

12. To produce or review risk assessments and Safe systems of work for workshop tasks and relay to staff

13. To carry out investigations on accidents and near misses on vehicles and in the workshop.

14. To write reports when required on Vehicle faults and H&S issues.

15. To manage the contracts for the service and maintenance of all workshop equipment including LOLLER and PEWER testing and insurance certification

16. Liaise with manufactures and suppliers reference lead times of parts.

17. Supervise Workshop Co-Ordinator, admin and stores staff.

18. To assist the Transport Manager with new vehicle inspections.

19. To carry out regular focus group meetings and tool box talks.

20. To carry out staff appraisals.

21. To assist the Transport Manager in the production and upkeep of the Transport Business Continuity plan

22. To provide a shared Workshop on call facility on a 4 weekly rota basis of 24 hours, 7 days per week, 365 days per year cover.

23. To deputise for the Transport Manager in their absence.

Any other duties or responsibilities as may be prescribed by the by the Transport Manager or Area Manager.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

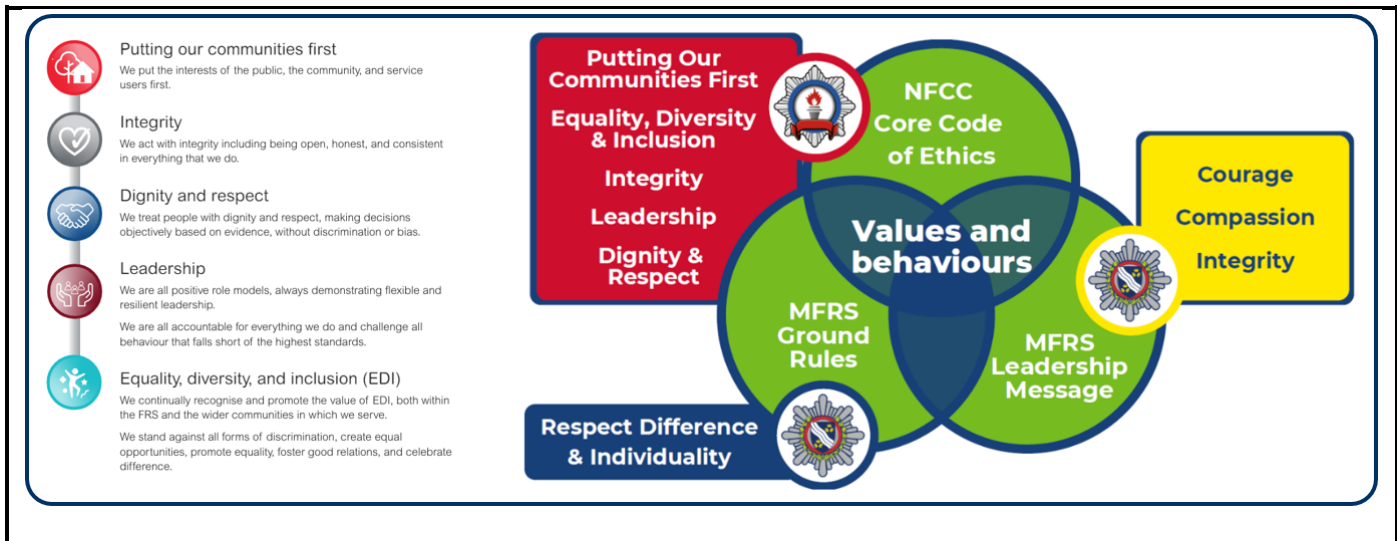
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS			
LEADING OTHERS			
Personal Impact	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
Outstanding Leadership	I work with the team to establish a clear sense of purpose and set expectations to achieve our goal.	I have responsibility for team effectiveness which focusses on improving outcomes and decisions.	I look for opportunities to support others through appraisal, coaching and mentoring.
Service Delivery	I seek to understand, prioritise & address the specific risks and diverse needs of people and communities.	I look ahead to anticipate issues with local service delivery and performance and make plans to resolve or minimise issues.	I encourage my team to build constructive working relationships with others to achieve our aims.
Org. Effectiveness	I make sure the team understands how our work contributes to and delivers organisational priorities.	I manage quality in my team, and use various sources of feedback and evidence to understand how we are performing and managing risk.	I promote continuous improvement for the team and the organisation through listening and implementing ideas.

Date job profile prepared / revised:	May 2026 D. Smith
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MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Workshop Manager	Team:	Transport
Salary:	Grade 11	Directorate:	Operational Preparedness
JE Reference:	A740		

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
Fully Qualified vehicle fitter, City and Guilds or NVQ level 3	E	P D
Associate member of a Professional transport body	D	P D
NEBOSH Certificate	D	P D
Recognized Management Certificate	D	P D
IT Qualification	D	P D
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Knowledge of Health and Safety Practices	E	A & I
Basic knowledge of Procurement and Tendering Process	D	A & I
Knowledge of Transport Legislation	D	A & I
Knowledge of Budget Process	D	A & I
Substantial experience of working in a motor transport workshop	E	A & I
Experience in Workshop Management minimum 3 Years	E	A & I
Experience of Managing Staff	E	A & I
Experience of Transport Operations	D	A & I
Experience of E Procurement/finance systems	D	A & I
Experience of Managing/working in a MOT station	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
Good communication and interpersonal skills	E	A & I
Strong interpersonal skills with the ability to communicate effectively at all levels	E	A & I
Ability to work on own initiative	E	A & I
Ability to adapt changing priorities, demands and time lines	E	A & I
Good level of IT Skills	E	A & I
WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
Meet the medical and fitness standard required for the role	E	MFRS
Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
Current UK Driving License	E	P D
LGV License	D	P D

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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