



JOB PROFILE

JOB TITLE:	Workshop Manager
SALARY GRADE:	Grade 11
SALARY RANGE:	£38,263 - £41,511 Plus Standby allowance of £3000 per year
PAY REVIEW REFERENCE:	A740
DIRECTORATE:	Operational Preparedness
TEAM:	Workshops
LOCATION OF WORK:	Vesty Business Park
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Transport Manager
DIRECTLY RESPONSIBLE FOR:	Supervising a large number of Authority employees

JOB SUMMARY

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.

MAIN DUTIES / RESPONSIBILITIES

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 organising and planning 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 risk assessments and Safe systems of work for workshop tasks and relay to staff
13. To carry out investigation 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 be responsible for the production and upkeep of the Transport Business Continuity plan
22. To provide a shared Workshops on call facility on a rota of 24 hours, 7 days per week, 365 days per year cover.
23. To deputise for the Transport Manager in his/her absence.

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

MERSEYSIDE FIRE & RESCUE SERVICE OUR VISION

To be the best Fire & Rescue Service in the UK. One team, putting its communities first.

MERSEYSIDE FIRE & RESCUE SERVICE OUR PURPOSE

Here to serve. Here to protect. Here to keep you safe.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue Service (MF&RS) both operational and non operational are committed to encourage and promote the values of MF&RS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal 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 its 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

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst 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;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	November 2024
Prepared / revised by:	S.Nugent