

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Fleet and Engineering
Post	Head of Fleet and Engineering
Post No	NU030
Grade	18 + 10% on call allowance
Location	South Wales Fire and Rescue Service Headquarters
Responsible to	Assistant Chief Fire Officer – Technical Services
Responsible for	All Fleet and Engineering Employees

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To Head the Fleet and Engineering Services Department ensuring a Legally compliant Fleet that is reliable, sustainable, cost effective, suitable for purpose and fully meets the demands of South Wales Fire & Rescue Service and all relevant Legislation.

DUTIES AND RESPONSIBILITIES

1. To deliver a quality, efficient and cost effective Fleet and Engineering function across the whole of South Wales Fire and Rescue Service.
2. To manage the overall effective operation of providing a 24 hour emergency call out scheme and attend major incidents and traffic accidents involving Fire & Rescue Service vehicles as required.
3. To actively participate in, and encourage workforce/employee engagement in the development of future design of vehicles and equipment.
4. To engage in and develop collaborative ventures that builds capacity for the Service lead.

5. To manage the apprentices/work experience placements and ensure that they are provided with overall training and experience in line with their agreed training programme.
6. To monitor and evaluate performance schemes and report on their cost effectiveness.
7. To steer and review the Planned and Preventative Maintenance Programme for the Fire & Rescue Service's vehicles and ancillary equipment, ensuring cost effectiveness and operational efficiency is delivered.
8. To implement the Fire & Rescue Service Vehicle Replacement Programme including Capitol Budget by preparing specifications for the acquisition of new vehicles and ancillary equipment to ensure that they meet the needs of the Fire & Rescue Service
9. To evaluate tender documents for the supply of vehicles and equipment and make appropriate recommendations
10. To source options for the disposal of any items no longer required and provide recommendations to the Service.
11. To liaise with contractors for the construction of new vehicles, undertake stage and final inspections, acceptance tests, end of contract arrangements and final invoicing.
12. To ensure contract meetings are undertaken in line with Standing Orders and contract awards.
13. To be responsible for the operation of the contract hire/car leasing scheme.
14. To prepare and monitor the Fleet and Engineering Revenue budget to ensure that expenditure is kept within agreed limits.
15. To represent the South Wales Fire & Rescue Service on various Committees, working parties and meetings.
16. To ensure the implementation of appropriate road risk policies.
17. To operate and develop a fleet management information system and other relevant systems.
18. To control and authorise contracted out maintenance and warranty work as and when necessary.
19. To Evaluate and implement specialist training requirements within budget restraints.
20. To provide technical support on accident and incident management including the provision of detailed maintenance.

- 21 To provide leadership on the reduction of the services vehicles carbon footprint working within the services environmental policy.
- 22 Any other duties commensurate with the grade and general responsibility of the post that may be assigned from time to time.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

Note:

There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

The role involves some weekend work/working outside of office hours.

