

Vehicle and Plant Supervisor

Job Description

Directorate:	Growth, Environment, Transport, and Health		
Service:	Public & Integrated Transport		
Location:	Lancashire		
Salary range:	£35,235 - £39,513	Grade:	8
Reports to:	Fleet Engineering Manager	Staff responsible for:	Vehicle and Plant Technicians

Job purpose and scope

The purpose of this position is to manage and provide best value high quality vehicle and plant maintenance, service, and repair of a varied fleet for Lancashire County Council and to those outside organisations for whom LCC Fleet Services carry out vehicle maintenance work.

This post is directly responsible for managing a team of technicians that carry out repairs, fault diagnosis and maintenance to specialist vehicles and equipment operated by customers performing statutory services. The post holder will ensure this team has the capacity and function to maintain and repair vehicles as part of Lancashire County Council's Fleet Services operation to ensure minimal downtime.

As demand for services or the operating model of Fleet Services changes, the post may be based at any location within Lancashire.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.” This vision is at the centre of everything we do. Embedded in our identity are our values: **Supportive, Innovative, Respectful, and Collaborative**, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The **Leading Lancashire** framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service

Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles

Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the **Leading Lancashire** framework.

Accountabilities/Responsibilities

- Ensuring work is undertaken to correct standards and specifications and is compliant with all statutory regulations and requirements.
- Lead a team maintaining vehicles, equipment, machinery and plant in the most cost-effective manner, taking into account not only the cost of the repair but also vehicle downtime and cost of externally hiring in replacement vehicles.
- Workshop/team Health and Safety
- HR administration
- Facilitating mentoring and development of skilled technicians and apprentices
- Managing workshop tools, equipment, and associated property
- Knowledge & understanding of inspecting and preparing vehicles to DVSA test standards
- Knowledge & understanding of machinery in association with the repair and maintenance of vehicles and plant
- Knowledge & understanding of diagnostic equipment to aid in repair of faults and breakdowns
- Performance and output reporting
- Liaising with senior management and stakeholders to meet performance objectives and KPIs to maintain and improve service level standard

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- NVQ Level III or equivalent in relevant engineering discipline
- Time served apprenticeship in vehicle repair
- 4 GCSE passes or equivalent level including English and Maths
- IRTEC Licence*
- Management qualification*
- MOT Tester Qualification*
- Level 3 Award in MOT Test Centre Management*

Experience

- Repair & maintenance of a full range of light and heavy commercial vehicles and passenger vehicles
- Electrical & mechanical diagnostics
- Inspection and preparation of vehicles for test
- Repair & maintenance of blue light emergency vehicles
- Managing a team of vehicle & plant technicians and overseeing their work to required standards of quality, safety and cost effectiveness
- Managing a busy commercial vehicle workshop and programming of work
- Repairing & maintaining Heavy Plant, Machinery & Equipment*
- Experience of HR issues and staff management MOT Centre Site Manager*
- Repair & maintenance of Passenger carrying vehicles*
- Liaising with senior management and stakeholders to meet performance objectives and KPIs*

Essential knowledge, skills & abilities

- Computer use and experience of computer systems used in Fleet Maintenance including diagnostics equipment
- Good communication skills
- Knowledge of Health and Safety with emphasis relating to vehicle workshops and maintenance operations, COSHH, HAVS, PPE and risk assessments
- Mentoring junior staff and apprentices
- Welding, Auto Electrical & Hydraulic skills*
- LGV Licence / PCV Licence*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.

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- Commitment to undertake further relevant training.
- Commitment to undertaking training for additional driving entitlements (C & D1 minimum) and driver CPC and holding any required cards/permits (eg CPC and Tachograph)
- Commitment to undertake any required site-specific training/inductions
- Commitment to undertake any internal and external training where identified by line manager
- Participation in Out of Hours Service if required
- Commitment to undertake overtime as service requires
- A flexible approach to working to suit requirements of business and customers
- Full UK Category B Driving Licence (Manual Transmission)