

## Job Description and Person Specification

### Fleet Coordinator

Job Details	
Grade	GRD5
Service	Environmental Services
Location	Whitley Depot
Job Evaluation Code	C6595D

#### About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

#### Job Purpose

As a Fleet Coordinator, you will be responsible for ensuring adherence to regulations, effectively managing assets, and mitigating risks.

#### Main Duties & Key Accountabilities

Ensuring effective administration of functions related to utilisation, optimisation, legal operation, procurement, and disposal of the council's fleet in line with Fleet Policy.

Managing planned maintenance schedules, updating fleet management information for owner and customer vehicles, and maintaining compliance with legislation and policy requirements.

Keeping all vehicle and operator licence records accurate and aligned with current legal and organisational standards.
Ensuring the administration of tasks involving scheduling fleet items for inspections, services, test date bookings, fee payments, workshop allocation, and related administrative duties.
Ensuring the administration and implementation of systems related to analysing, monitoring, and filing vehicle defect reports, log books, driver licences, and overloading records.
Ensuring legal compliance with all relevant regulations and legislation in the asset management industry.
Ensuring compliance with Fleet Policy, prescribed protocols, legislation, and recommended best practice guidelines for safe, legal vehicle operations by users and suppliers.
Ensuring operational activities performed by 'Fleet' users align with policy while identifying trends potentially requiring administrative action.
Overseeing and collaborating with Technical Support Assistants to ensure service objectives are achieved and office operations align with customer requirements.
Overseeing and personally conducting tasks with Technical Support Assistants to ensure effective and efficient completion of Fleet activities.
Providing management information for service managers and fleet customers
Overseeing the administration of tasks related to procuring 'spot hired' vehicles, plant, equipment, and managing associated charges for these items.
Contributing to projects commissioned via the Fleet Lead, including drafting policy documents, researching issues, or developing and delivering training programmes.
Keeping updated on new and existing guidance, legislative requirements, and asset management activities related to Fleet while informing management of necessary actions.

Key Relationships	
External:	Customers Suppliers
Internal:	Risk Management & Insurance Corporate H&S Section Key officers who have fleet operational responsibilities within directorates.

## Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

## Responsible for

Technical Support Assistants

## Person Specification

### Requirements

Knowledge	A detailed understanding of asset management and utilisation requirements and their application
	An in-depth knowledge of National Operator Licence legislation (road haulage or public service vehicles) and its practical implementation within a local authority setting.
	General understanding of health & safety legislative requirements relative to fleet operation
	Understanding of the business needs of a customer focused organisation
	Appreciation of the need to perform duties in a way which conforms to legislative requirements
Skills And Ability	Able to communicate effectively with managers and employees at all levels, in order to give sound professional advice (written & verbal)
	Capable of guiding and convincing individuals across all organisational levels to ensure policies, legislation, and best practice requirements are implemented and followed.
	Able to present information clearly and concisely
	Able to establish and maintain close, effective working relationships

	with stakeholders
Experience	Day to day asset management and utilisation activities
	Day to day interpretation and application of Operator License requirements
	Experience of working within a fleet/logistics/transport environment