

Transport Workshops Manager – Grade 13

Job purpose

Transport Services ensures that Council vehicles and plant are maintained to the highest standards to remain compliant with relevant legislation and to sustain road safety. These include the stringent Driver and Vehicle Standards Agency (DVSA) Guide to Maintaining Roadworthiness, DVSA Heavy Goods Vehicle (HGV) Inspection Manual and the Categorisation of Defects legislations, the Road Vehicles (Construction and Use) Regulation, Health and Safety Executive requirements and the Operator's License statutory undertakings.

Your role will be to manage effective operation of maintenance Workshops to ensure the authority operates safe and compliant vehicles and plant. Reporting directly to the Fleet and Transport Manager, you will manage Workshop Team Leaders and Vehicle and Plant Technicians operating over 3 sites, conducting all aspects of vehicle and plant planned and reactive maintenance. This includes HGV Preventative Maintenance Inspections (safety inspections), scheduled servicing, auxiliary equipment repairs (bin-lifts, road sweepers etc.), preparing HGV's for their annual periodic tests, attending breakdowns, Electric and Hybrid Vehicle (E&HVs) maintenance and MOT/taxi testing. You will also be responsible for overseeing the management of day to day support functions.

As subject matter expert on vehicle maintenance and Workshops operations, you will hold a Certificate of Professional Competence in Road Haulage and be named on the Councils DVSA Office of the Traffic Commissioners (OTC) Operators Licence.

Your role will also include monitoring expenditure against budgets, managing resource allocations across your sites, monitoring service deliveries against KPI's and reviewing your accountabilities to ensure Council services are fully supported regards fleet maintenance. You will also have a lead role in managing the procurement of Plant, predominantly for Parks and Open Spaces.

The Transport Services Workshop function is an evolving world where changes are constant due to innovations and legislation updates. You will support the Fleet and Transport Manager, on managing innovative and legislative changes and provide leadership to meet operational needs of the Council and commitments.

This role is based within [Place](#). Find out more about [working for Kirklees](#).

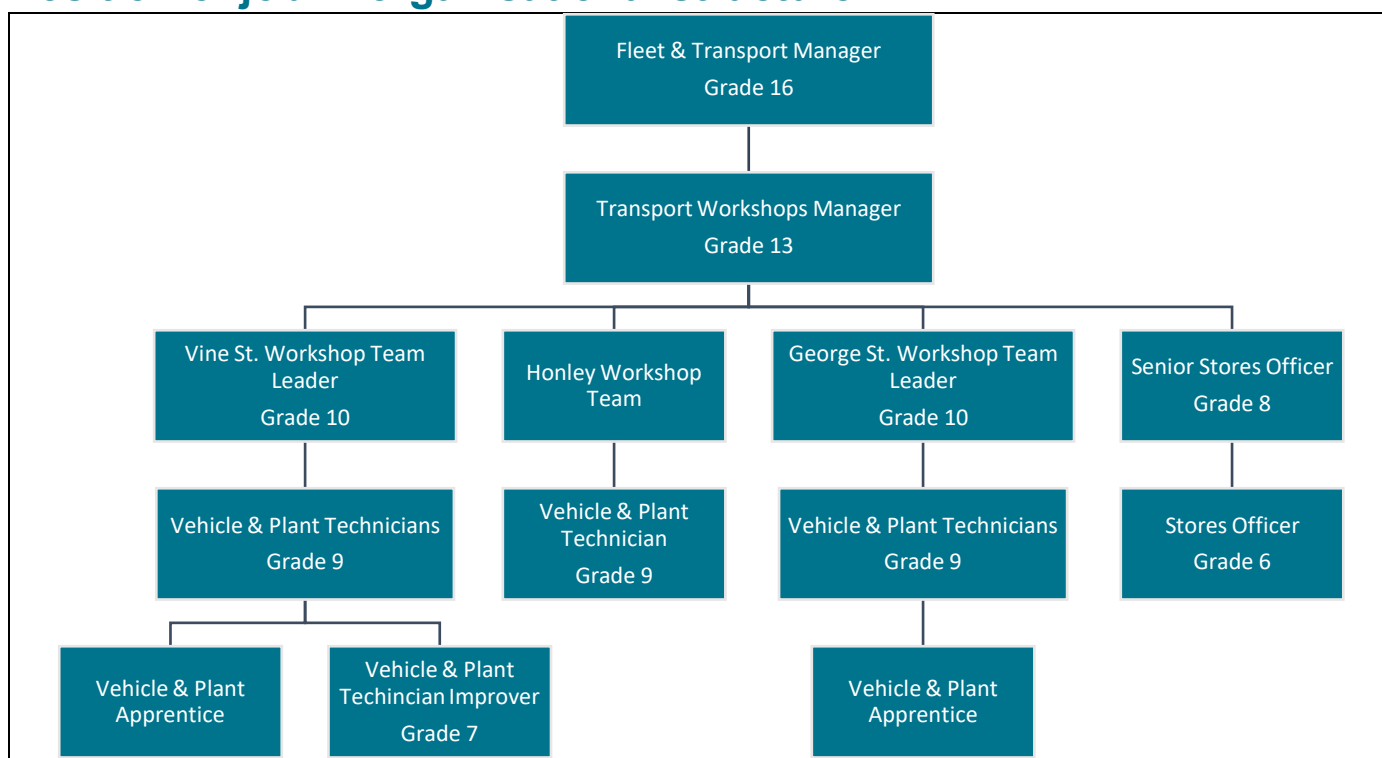
Key areas of responsibility

- Managing Workshops, ensuring the 3 Workshops function in-accordance with all relevant legislative requirements, operate in an effective, flexible, customer focused manner and are fully compliant with the requirements of the Operator's Licence and the HSE.
- Responsible for resource management of staff and equipment for the Workshop operations (including MOT and taxi testing examiners), ensuring the Workshops teams have the correct resource allocations to meet the operational demands.
- Oversee the comprehensive vehicle and plant maintenance schedules, ensuring teams work in-accordance with the set maintenance timings and maintenance is not missed.

- Responsible for ensuring the DVSA legislated testing of all vehicles is undertaken on time and that no vehicle remains operational in an unsafe non-roadworthiness state.
- Cost effectively plan maintenance operations to meet financial targets and ensure accurate data is provided to the Fleet and Transport Manager to assist with budget management.
- Support the Fleet and Transport Manager in monitoring the Operators Compliance Risk Score (OCRS) and the online Vehicles Operator Licensing System (VOL). Take a lead role in relation to Workshop activities to ensure that the stipulated O Licence maintenance related undertakings are adhered to.
- Assist the Fleet and Transport Manager in ensuring compliance is maintained regarding all the other undertakings of the O Licence (driver's hours etc.).
- Oversee the day to day management of stores and support staff including reception and inspection facilities.
- Supervise and ensure performance management of staff, such as inductions, probationary, attendance meetings, appraisals, informal/formal actions and progress proceedings as necessary. Support staff to develop competence and skills, through coaching and mentoring, producing guidance, development plans and implementing training.
- Lead on procurement of all plant equipment, including monitoring expenditure against budgets, management of the plant replacement programme, writing specifications, liaising with suppliers, evaluating bids and monitoring performance against contracts.
- Manage Workshops contracts, accordingly, reviewing performances against agreed contract deliverables, raising areas of concern with Procurement.
- Lead on developing Key Performance Indicators (KPI's) for the Workshop function, ensuring accountable outputs are monitored and performance issues addressed to maintain an optimal service delivery model at all times.
- Responsible for monitoring the tyre contract performance ensuring that a compliant delivery model is maintained and that the contractor abides by associated legislative changes.
- Manage assigned budgets against expenditure.
- Provide technical advice and expertise where necessary to customers and key stakeholders.
- Represent Transport Services at appropriate management, internal and external meetings when required to do so.
- Lead on promoting continuous improvement amongst all teams and support the development of futureproofing change models to ultimately ensure that the Workshops remain at the forefront of technological advances to bring efficiencies and assurances to service outputs.
- Work in cohesion with the Transport Compliance Officers and Corporate Audit teams to ensure that compliance is being monitored and concerns addressed and prioritised by developing and implementing improvement plans. Conduct independent Quality Assurance checks on all areas of the Workshop operations.
- Ensure yourself and your teams remain current with all Workshop related and Operators Licence legislative updates, including attending relevant training, associated seminars, events, webinars and required Operators Licence refresher training.
- Lead on any Workshop related complaints and develop and instigate remedial action plans to avoid recurring incidents.
- Assist the Fleet and Transport Manager in planning for future operations regarding alternative fuel combustion models, researching and providing technical advice.

- Responsible for ensuring that standby arrangements are in place for 24-hour breakdown/recovery service and winter resilience plans.
- Support the Fleet and Transport Manager in developing, monitoring and implementing Workshops business continuity and contingency plans.
- Work as an integral member of the Transport Services management team, taking a key role on resolving operational delivery issues.
- Deputise for the Fleet and Transport Manager when required.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Substantial knowledge of the Operator's Licence undertakings, in particularly regarding vehicle maintenance and how to sustain a compliant operation	Essential
Extensive understanding of all relevant transport and vehicle maintenance legislations (including DVSA, LOLER and MOT testing regulations)	Essential
Comprehensive knowledge of vehicle Workshops Health and Safety legislation and measures required to ensure safety and manage risks	Essential
Broad knowledge of vehicles and plant operated within local authorities, including associated equipment	Essential
Experience of staff supervision and effectively undertaking performance management arrangements	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of managing a compliant Workshop Operation in a large multi vehicle fleet environment and meeting operational outputs	Essential
Experience of maximising efficiency in operation management, minimising costs and promoting continuous improvement	Essential
Understanding of procurement regulations and experience in conducting vehicle and plant tender exercises	Essential
Certificate of Professional Competence in Road Haulage (National or International)	Essential
Level 3 Certificate in City and Guilds Motor Vehicle Repair / or equivalent, combined with significant post qualification experience with ability to undertake Vehicle and plant mechanical work	Essential
IOSH Managing Safely	Desirable
Hold a Full Driving Licence including minimum category C (HGV)	Essential
Certified DVSA MOT examiner or willing to undertake within a prescribed period	Essential
Level 3 Electric/Hybrid Vehicle Repairer	Essential
Ability to lead, manage and co-ordinate staff and resources to deliver a high quality, effective transport maintenance function	Essential
Ability to recognise and manage pressure with multiple priorities and deadlines	Essential
Financially astute with proven ability to manage the financial aspects of an operational Workshop function	Essential
Ability to write comprehensive reports, including procurement documents, risk assessments, appraisals, and DVSA/OTC correspondence letters	Essential
Computer skills to be able to use IT packages such as Microsoft and use work-related technical systems, including Fleet Management software	Essential
Excellent customer care skills with ability to communicate with a wide range of people, including Councillors and key stakeholders	Essential
Prepared to work flexibly, work weekends and to participate in the out of hours rota for callouts if required	Essential
Must undertake standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk to undertake physically demanding tasks/mechanic role	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive

- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

Able to work unsocial hours.

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Transport Services	Grading ID	17985
Job ID	80101138	Last Updated	May 2026
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	Yes
Standby	Yes	Other	
Checked by HR	M Lunn		