

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Fleet and Equipment Engineering Officer
<u>Reports to</u>	Fleet and Equipment Engineering Manager
<u>Reporting staff</u>	None

Job Purpose

Our fleet and equipment provision are a crucial element of the services we provide to our communities. The Fleet and Equipment Engineering Officer is a key member of the Assets Management Team providing a wide range of expert technical support to the Fleet Management Team and the Vehicle Maintenance and Repair Teams. The post holder is a major contributor in all complex technical issues, warranty claims, accident/incident investigations and supports the Fleet and Equipment Engineering Manager by providing expert technical advice for new vehicle procurement projects and build progression.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

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<u>Specific Responsibilities</u>	
1	To effectively support and provide additional technical guidance to the Maintenance Teams, trouble shooting and problem-solving to aid the resolution of difficult or challenging technical problems.
2	To be available to travel at short notice to any location within the service area, to be a point of contact via the telephone for technical/logistical support meeting the requirements for best endeavours.
3	To provide project and technical support to the Fleet and Equipment Engineering Manager and the Fleet & Equipment Projects and Implementation Manager to aid in the successful delivery of all relevant vehicle and equipment projects. Including but not limited to stakeholder engagement, final acceptance testing of vehicles and equipment prior to delivery into service or issue to the end user.
4	Assist and advise the Fleet and Equipment Engineering Manager in the development of technical specifications, manage/assist with any specific research and development, design compliant equipment stowage plans, produce risk assessments and delivery of fleet familiarisation training for all staff.
5	To identify stowage modifications, produce documentation to support the requirements of the modification and effectively handover to maintenance teams, ensuring consistency and standardisation across the fleet. To maintain a register of modifications and update the FMS system, liaising with the Fleet Maintenance Manager to ensure progress.
6	Responsible for coordinating, carrying out and implementation of software updates affecting vehicle associated safety system and body builder integration e.g. CANBUS.
7	Assist the Fleet and Equipment Engineering Manager and liaise with the Technical Document Author in the development of DWFRS Fleet and Equipment policies and procedures that apply to the acquisition, utilisation, maintenance and disposal of assets to establish common practices and standards ensuring that all statutory requirements are maintained.
8	To work with the Fleet Maintenance Manager to resolve any major warranty and manufacturers re-calls.
9	To assist the Fleet Maintenance Manager in the resolution of significant or major repairs following accidents and modifications.
10	To assist in the collection, maintenance and integrity of data within the Fleet and Asset Management Systems and ensure the timely and accurate provision of information, including the preparation of key performance indicators as required.
11	Deliver a quality assurance function for external and internal contractors e.g. acceptance inspections.
12	Ensure a programme of work is in place to survey, record and report the condition of the fleet as appropriate and in-line with the Fleet Asset Management Plan.

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13	To lead on all vehicle-based accident investigations, liaise with the manufacturer and manage all in-vehicle telematics system.
14	To produce and maintain a schedule of routine maintenance and calibration of all in vehicle telematic systems including the collection of video and data to assist with accident and disciplinary investigations in line with service procedures.
15	To assist the Fleet and Equipment Manager to coordinate and record the disposal process of all fleet and equipment assets from point of removal from service to collection for disposal in line with service procedures.
16	Cover for and assist other team members when required, in accordance with skill set.