

## JOB DESCRIPTION

### VACANCY

<b>JOB TITLE:</b>	Fleet & Facilities Manager
<b>NAME OF JOB HOLDER:</b>	
<b>BUSINESS ENTITY:</b>	Carpet & Flooring
<b>JOB HOLDER'S MANAGER:</b>	National Operations Manager

#### **OVERALL PURPOSE OF THE JOB**

To ensure efficient, effective and legal management of both car and commercial fleet and take central responsibility for key elements of facilities management

#### **KEY RESPONSIBILITIES**

##### **Fleet**

To hold and administer the company O Licence, ensuring the protection of Operators Compliance Risk Score (OCRS) and full legal compliance, including the undertaking and management of legal compliance audits at all operating locations.

Ensure C&F compliance to lease arrangements, managing KPIs, including annual mileage and mileage pooling so as to avoid non contracted cost.

Drive cost performance by playing a key role in Occupational Road Risk activities, including the Collision Review Board and managing Collision Ratio KPI so as to allow reduction/mitigation of motor insurance costs.

Ensure basic legal compliance checks and controls are managed to best practice, including updating of the O Licence to ensure all vehicles are covered including hire, as appropriate, management of the Insurance Data base so as accurate at all times and that licence checks are rigorously upheld and processes are in place to identify driver risk profile and driver assessment.

Ensure full process in place for management of tachograph infringements is in place via Smart Analysis and standard operating procedures are set and managed over the network.

Ensure telematics is managed effectively in the business and used to reduce idling and manage fuel efficiency.

Management of vehicle condition audit and defleet condition so as to avoid cost and set correct employee behaviour and management control.

Management, control and improvement of penalty charge notices (PCN)

##### **Facilities:**

To provide advice and support to all branches in the management of general facilities and general R&M of site, helping deliver centralised agreements for areas of basic legal compliance in facilities management i.e PAT testing, racking inspections, fire extinguishers, alarm systems and so on, whilst also supporting on ad hoc issues.

#### **KEY RELATIONSHIPS**

- DVSA
- Commercial Fleet supplier
- Car supplier
- Telematics Provider
- Motor fleet Insurer and broker

## JOB DESCRIPTION

- FTA
- FMG
- Smart Analysis
- National Operations Risk Manager
- Supply Chain Director
- Branch Managers
- Transport Managers
- Facilities providers

### **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

National Management CPC  
O Licence Management experience  
Extensive experience of managing fleet providers  
Strong communication skills  
Extremely well organised  
Experience of establishing Standard Operating Procedures  
Experience of handling central contracts

Signed..... Print..... Date.....

If you would like to be considered for this position please forward your CV and covering letter to the HR Manager. [Peter.housden@carpetandflooring.co.uk](mailto:Peter.housden@carpetandflooring.co.uk) closing date 31.10.2018