

Job Description

Engineering Manager

Job Title:	Engineering Manager
Location:	Clacton
Employment type:	Permanent
Contract type:	Salaried / Full time
Weekly Hours:	40
Line Manager:	Head of Engineering (South)
Closing Date:	-
Salary / Wages:	£50,000
Legal Entity of Employer:	Konectbus Limited

Job Purpose

We are seeking a dynamic and strategic Engineering Manager to provide leadership and motivation to the staff and effectively manage the workforce to achieve maximum productivity within a framework of good relations and safe working environment.

The successful applicant will take the overall responsibility for the daily operation of the engineering workshop and depot infrastructure within budgetary limits, with the aim of minimising lost mileage, while complying with all Group Standard Operating Procedures.

About Us

The Transport Made Simple Group is a technology-enabled transport solution provider. We operate one of the largest independently owned fleets of buses and coaches in the UK, and our mission is to deliver reliable, sustainable public transport, which meets the needs of the communities we serve. We do this by being a great place to work, whilst also being customer centric, cost disciplined and revenue driven. Everything we do is underpinned by our four values of Growth, Excellence, Integrity and Efficiency, which guide our day-to-day operations and longer-term decision-making.

We're a team of 800 colleagues, with a fleet of 400 buses, coaches and minibuses, and we operate from a strategic network of depots across East Anglia, the Midlands and Greater London.

Our Central Connect local bus network has an annual ridership of more than 10 million passengers, delivered in partnership with sixteen Local Transport Authorities. Alongside running local bus services, we provide home-to-school, rail replacement and Demand Responsive Transport services, operate

corporate and event shuttle buses and run our own programme of holidays and day trips. We also hire out our buses and coaches to a range of clients, from schools, colleges and local businesses to major names in the travel and tourism industry, such as Leger Holidays, Flixbus and PGL.

Our solutions go beyond moving people - we also support commercial fleet operators across East Anglia with reactive and pre-planned maintenance solutions from our accredited workshops, offering heavy and light vehicle MOTs, bodywork repairs and resprays, heavy recovery and breakdown response, including 24/7/365 roadside tyre assistance provided by sister company Lion Tyres Essex. We also deliver facilities management services on behalf of Norfolk County Council, undertake sundry tasks such as maintaining bus stops on behalf of a range of local authorities, and operate two cafes and travel information hubs in Norwich and Colchester under the Cafe Connect brand.

Main Duties of the Role

- To provide Leadership and Motivation to the staff.
- To be responsible for the overall running of the depot.
- To fully comply with all HS & E legislation along with Group policies.
- To fully comply with all relevant Engineering SOPs.
- To provide guidance to other staff as required.
- Communicate effectively with colleagues and superiors.
- Maintain and develop technical skills as required.

Why Join Us?

- Shift work pattern between 08:30 and 21:00 with 1 in 5 Saturdays, offering flexibility and on-call opportunities
- - Competitive hourly rate with overtime opportunities available
- - Secure on-site parking
- - Training and career progression opportunities within a growing transport company
- - Free travel across the Central Connect bus network and other participating local bus operators
- - Discounted day trips, holidays, coach hire and garage services / MOTs
- - Free on-site parking
- - Free tea and coffee
- - Free uniform
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Person Specification

- Performance measurement (Key performance indicators which you will be measured against)
- Health & safety group targets.
- Spare Fleet Percentage.
- Stock holding per vehicle.
- Vehicle Maintenance Programme -Services, Inspections, MOTs, Paints and Cleans per week.
- Engineering costs per mile (Labour & materials).
- Workshop sickness and absence levels.
- Compliance of audits.
- Repeat defects.
- MOT first time pass rates.
- VOSA Prohibition rates.
- Utilities group reduction targets.
- Management and development of your team.
- Health & Safety
 - To be aware of their responsibilities under the Health and Safety at Work etc Act 1974
 - and all associated legislation and ensure compliance.
 - To ensure that injuries, collisions and dangerous occurrences in their areas of control are properly investigated and reported to the relevant authority.
 - To ensure that safe systems of work and policies that have been drawn up are implemented and adhered to.
 - To seek help and advice on health and safety issues as appropriate.
 - To ensure that risk assessments are carried out and recorded for areas under their control and reviewed periodically. Any remedial measures identified and devised shall be implemented and communicated to all those who may be at risk.
 - To promote and implement the Injury Prevention Programme (IPP) and safe working practices by means of campaigns and initiatives and promote a positive attitude to safety.
 - To ensure that, where third parties are likely to be affected by our activities, they are informed of any risks to their health or safety, as far as is reasonable. In addition, as far as is reasonable, they are given the appropriate safety procedure or safety information in writing.
 - To carry out formal safety inspections of their areas of control and report findings to their manager, as appropriate.
 - To ensure that the responsibilities of foremen and supervisors/controllers, and other similar persons, are drawn up, agreed with and effectively implemented.

- To ensure staff under your control operates plant and equipment, drive and manoeuvre buses safely and in accordance with the information, training and instruction received
- To ensure that where personal protective equipment is specified and issued for a particular activity or area, it is used in the appropriate manner
- To ensure that work under their control carried out by contractors is properly managed and the procedures for the control of contractors are implemented.
- To ensure that results of route hazard analysis, safe systems of work or policies and procedures are communicated to all relevant staff and records kept.
- To undertake safety tours and safety conversations using the IPP handbook and ensure supervisors and managers reporting to them do the same.
- To continue to promote a safety culture to all staff at all times through the IPP process.
- To undertake safety conversations with staff using the IPP handbooks.
- Environmental Management
- To ensure the implementation of the environmental management system at depot level.
- To ensure the Environmental Policy is on display and all staff and contractors are made aware of its existence.
- To ensure that all activities at the depot are undertaken in accordance with regulatory requirements and the requirements of the Environmental Management Manual.
- To ensure effective communication of incidents and complaints to the Group Compliance Director and ensuring such incidents are fully investigated, the causes ascertained, and appropriate remedial action taken.
- To ensure that any contractors or third parties operating on the site do so in a responsible manner.
- To ensure that waste arising from depot activities is appropriately segregated.
- To ensure that all drain covers and grates are correctly colour coded.
- To ensure that a depot level environmental audit is carried out on an annual basis.
- To ensure that non-conformances identified through the audit process are closed out within the allotted time scale.
- To be aware of and to achieve environmental targets set by the group.
- Working Practices
- Control labour and material costs in line with the engineering budget. This will be facilitated through running the Daily Spend and Repair Cost Analysis reports.
- Work with the local purchasing manager to target and reduce stock holding levels.
- Overall responsibility for the organisation and control of any sub-contracted engineering work and all contractors or third parties who may be working on-site.
- Maintain full establishment levels for both skilled and semi-skilled staff.

- To have period team briefings with all supervisory staff to discuss workshop performance against predefined targets.
- Maximize supervisory staff productivity through effective two-way communications, empowering supervisors to deliver targets, encouraging self development and setting clear and measurable individual performance targets.
- Conduct regular performance reviews for staff, and provide constructive feedback.
- To carry out periodic audits of supervisors to ensure they are complying with group standard operating procedures.
- To carry out skills assessments of all workshop staff and subsequently develop and deliver training and development plans for each individual member of staff.
- Ensuring that the training and development program for apprentices is adhered to.
- Monitor workshop staff attendance and manage disciplinary action when required.
- Provide guidance, information and instruction on any group engineering or health and safety developments to the supervisory staff.
- To ensure a high level of staff morale through effective two-way communications, disseminating of on-going performance, investing in training and development and walking the shop floor on a regular basis.
- Organise sufficient holiday and sickness cover for the engineering administrator to ensure the repeat defect analysis data is kept up to date.
- Ensure we fulfil our obligations to the Traffic Commissioner in providing sufficient vehicles to meet registered service levels and within permitted levels of tolerance.
- Ensure vehicles comply with all statutory regulations.
- Manage spare fleet levels in accordance with group targets.
- To complete all engineering costing forms for third party insurance recoveries within 2-days of receipt and arrange adequate holiday and sickness cover.
- Raise requisition orders for external contractors and non stock items.
- Overall responsibility for repeat defect analysis and rectification compliance.
- Ensure that the local company industrial relations procedures are established and followed through consultation with the various representatives on all matters involved with the introduction of changes to established practices (eg working procedures, shifts, wages, conditions etc...)
- To liaise with the Operations Manager in all aspects of engineering support.
- To carry out special projects from time to time as defined by the Engineering Director.
- Technical Knowledge and Training
- Minimum level 3 NVQ standard or equivalent (i.e. City & Guilds level 1 & 2).

- To be fully conversant with the safe operation of workshop equipment including, hydraulic vehicle lifts, pressurised oil and waste systems, battery chargers and starters, trolley jacks, scaffolding, pressure wash and automatic washing equipment, headlamp alignment tester, hydraulic jacks and testing equipment, drilling machine, torque wrenches, pedestal grinders and general portable equipment (i.e. air guns, drills, electric and pneumatic hand tools etc) as required.
- To have knowledge of the all relevant legislations concerning HS&E, maintenance of vehicles, Road Safety etc.
- To have the necessary IT skills
- To undergo formal development, assessment, attainment and retention of a recognised engineering and management qualification, to VQ level 3, in all aspects of the position.
- To have a full working knowledge of VOSA Legislations and Categorisation of Defects.
- Must be in the possession of, or capable of obtaining a full PCV licence and forklift truck licence if required.
- Communication and Teamwork
- To provide leadership and motivation.
- To give training and guidance to other trades, trainees and non-craft personnel as required.
- To actively and willingly participate in any training and development programmes.
- To keep up to date with all information that affects your job.
- To ask for and receive feedback in a positive and constructive manner.
- To gather and analyse all facts, and then make a responsible and informed decision.
- To be non-discriminatory and report any bullying or harassment in the workplace.
- Company Duties
- To be sufficiently flexible in respect to working hours and job roles to ensure that commitments are fulfilled.
- To work at any other location within the company, either permanently or temporarily as required.
- Understand the company's engineering functions and individual's business/ performance objectives.
- Establish and maintain effective relationships with colleagues.
- Ensure full participation at team meetings.
- Represent the company in a professional manner at all times.
- To carry out any other duties as may reasonably be requested by your line manager.
- Polite, professional and genuinely customer focused
- Calm and logical under pressure, with strong attention to detail
- Confident using Microsoft Office and Google Workspace
- Comfortable working with digital systems and online platforms

- Able to communicate clearly in writing and by telephone
- Organised and capable of managing both reactive and planned work

Important Legal Information

Transport Made Simple is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace where everyone is treated with dignity and respect. We welcome applications from all suitably qualified individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Selection for employment will be based on merit, skills and experience.

In accordance with the Equality Act 2010, reasonable adjustments will be made for candidates with disabilities during the recruitment process and, where applicable, throughout employment. Please let us know if you require any adjustments at any stage.

All offers of employment are subject to satisfactory pre-employment checks. These may include verification of identity, right to work in the United Kingdom, employment references and, where appropriate to the role, Disclosure and Barring Service checks.

Transport Made Simple processes personal data in line with UK data protection legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018. Information provided during the recruitment process will be used solely for recruitment purposes and handled in accordance with our Privacy Notice.

We reserve the right to close this vacancy early should sufficient applications be received.

The legal entity of the employer in respect of this role is Konectbus Limited.