

Job Title:	Transport Manager
Depot:	Various, centred in Essex CO6 2NS
Reports Into:	Operations Manager
Hours of Work:	08:30 – 17:30 45 Hours per week Monday to Friday with flex to cover weekends as required with time in lieu

Salary £45,000- £50,000 p.a.

### **Main Purpose of the Role:**

To oversee the operational management and maintenance of our vehicle fleet across all depots enabling us to deliver in a responsive way to meet agreed service level agreements.

### **Duties and Key Responsibilities:**

- Develop and implement effective transport strategies, policies and procedures and establish and monitor key performance indicators for optimum operational effectiveness.
- Conduct regular auditing of all fleet vehicles and plant machinery.
- Manage the vehicle maintenance schedule and defect procedure, including regular reporting methods and route to rectification.
- Manage 24/7 vehicle repair and maintenance contracts and warranties.
- Develop relationships with maintenance providers
- Collaboratively work across the transport and planning function to communicate any fleet issues.
- Ensure the company is compliant with transportation regulations, health and safety standards and environmental requirements.
- Driver and vehicle reporting on tachograph infringements, vehicle checks, licences, speeding and compliance, to develop / implement improvement solutions.
- Monitor, control, and report on transportation-related expenditure to optimize costs.
- Monitor and maintain information held with the Transport Management System, Aquarius.
- Support Head of Operations with Operator Licence Portal Management including liaison with the Traffic Commissioners office.



- With the support from Area Managers and Quality and Compliance Manager, organise and chair our regular 'Toolbox' learning events relating to Transport Compliance, which is integral to the wider Toolbox Talk calendar.
- Monitor driving standards in accordance with Water Direct standards, FORS and other accredited standard requirements including driver PCN's, reprimands and fines and develop initiatives for continuous improvement.
- Investigate vehicle incidents and insurance claims taking ownership of resolution and provide regular reports to the Head of Operations.
- Manage our rental vehicle fleet, conducting onboarding and offboarding inspections and complete required documentation and processes.
- Prepare and partake in fleet related compliance audits.
- Oversee fleet related projects and initiatives.
- Hold accountability for maintaining our FORS Silver accreditation, which will include becoming the Company 'FORS Champion'.
- Strong knowledge of UK transport legislation, DVSA standards and fleet compliance process

#### **Direct Reports:**

- You will have line management responsibilities of our Transport Supervisor and / or Transport Assistant.
- Provide support for their performance and development providing training where necessary acting in line with our core values.

#### **Communications and Relationships:**

- Communicate confidently and effectively with all levels within the business and with external organisations.
- Ability to analyse and present clear, concise reports accurately to the Head of Operations when required.
- Excellent computer skills, including Word, Excel, Outlook, MS365, SharePoint, Power Point.

#### **Qualifications & Licences:**

- Transport Managers International or National CPC in Road Haulage
- Minimum of 3 years' experience within Transport or Logistics Management
- Health & Safety Qualification IOSH or NEBOSH - Preferred but not essential

- Full clean UK drivers' licence
- HGV Drivers Licence – Preferred but not essential

**Continued Learning and Development:**

- Attend the Traffic Commissioner and road Safety Training Seminars to keep up to date with legislative changes relating to vehicles and drivers.

**Health and Safety at Work Act:**

You have a duty to take care for the health and safety of yourself and others who may be affected by your actions at work. You must co-operate with the Business and co-workers to help everyone meet their legal requirements.

**Confidentiality:**

You will comply with the Data Protection Act and report any breaches to the Compliance Manager.

**Other Duties:**

This job description is not an exhaustive list of activities, but rather an outline of the principal areas of responsibility and you may be required to undertake any additional duties to meet Business needs.

We are an inclusive employer committed to encouraging equality, diversity, and inclusion by creating a collaborative work environment that promotes dignity and respect where individual differences and contributions of all employees are recognised and valued.

**Benefits (subject to eligibility):**

- 23 days standard annual leave, plus Bank Holidays.
- Contributory Pension Scheme
- Private Healthcare Plan (Subject to successful completion of probation period)
- Life Assurance Scheme
- Electric Vehicle scheme (Subject to successful completion of probation period)

Please submit your application to [vacancies@water-direct.co.uk](mailto:vacancies@water-direct.co.uk) by 16<sup>th</sup> March 2026.