



## Job Description

Role:	Fleet Supervisor
Reporting to	Transport Manager, with support from the Technical Supervisor
Location	Based at Earls Colne, CO6 2NS
Job Type	Essex based, regular visitation of satellite depots and staff in the field
Employment Type:	Permanent Full Time
Salary:	£28,500 pa
Hours	10 hours per shift (08:00 – 18:00), on a 4on/4off basis

### **Fleet Supervisor Activities**

- Regular depot inspection to ensure required housekeeping standards are being met; both physical depot housekeeping and also throughout the company vehicle fleet.
- Vehicle inspection and audit in excess of daily checks, recording formally, and reporting all works required to the Transport Manager for action.
- Downloading of remote driver and vehicle Tachograph cards/vehicle heads and transfer to head office for logging and review by the Transport Manager.
- Delivery and receipt confirmation of company issued documents throughout the satellite depots and remote based drivers.
- Assessment of in-house vehicle and workshop repair works and sign-off as acceptable through vehicle audit; ensuring the highest standards of vehicle presentation and functionality throughout the entire fleet.
- Re-supply of centrally held consumables throughout the satellite depots during depot visits on a weekly basis.
- Assist with the minor physical repair and/or upkeep of the vehicle fleet as required during regular depot visits.
- Provide support and guidance to operatives working in the field.
- Undertake field based audits of operational standards in conjunction with the Quality and Compliance department.
- As required, undertake emergency deployment site supervision, liaising with the Duty Manager to ensure that emergency response deliveries are logged correctly, and instructions provided to the drivers on the ground effectively. Also assisting with the layout of sites and ensuring they are conducive to a safe deployment environment for the general public.
- Undertake site assessments of prospective client sites to provide advice to the Sales and Operations teams to ensure correct job specification and planning.
- Collation of delivery paperwork from satellite depots, ensuring all required information is correct, and transferred back to head office in a timely manner.
- Adapt and engage with new and emerging technologies, including training staff in their use.
- Due the nature of our business, flexibility in working hours and days will be a definite requirement.
- Form part of a pro-active and engaged team, adopting a 'can do' attitude.

- At all times maintain a professional attitude, and represent the company in an appropriate manner. We pride ourselves on our professionalism and excellent customer service.

### **Requirements**

There are a number of key requirements which make this role pivotal to our business. The post holder must have:-

- Full Driving Licence. C, B+E or C+E preferred, but not essential
- Experience of Transport Operations along with Drivers Hours legislation. Water Utility operations, or Incident Management experience is ideal, but not essential
- Strong attention to detail and ability to adhere strictly to procedures
- Have drive and passion to do the job well
- Have a proactive, problem-solving mind-set
- Confident and engaging supervision approach

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