

JOB DESCRIPTION

TITLE: Fleet Inventory Controller

POST NO: 204227286ZE

DEPARTMENT: Environment & Regeneration

DIVISION: Fleet Transport

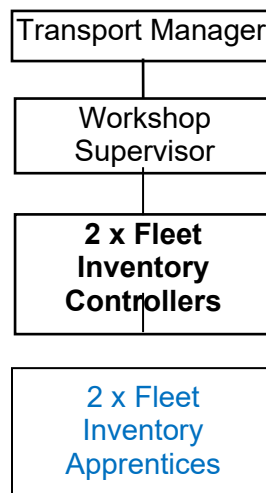
RESPONSIBLE TO: Workshop Supervisor

GRADE: L5

PURPOSE OF POST: Under the overview of the Transport Manager, manage Fleet Transport's Stores section ensuring efficient and effective parts procurement and stock maintenance for the transport workshop using appropriate computer software and manual systems.

In accordance with health and safety legislation, procure and issue personal protective equipment and workwear to all employees within Luton Borough Council.

ORGANISATION CHART:



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PRINCIPAL RESPONSIBILITIES:**%**

- | | | |
|----|---|----|
| 1. | Co-ordinate and undertake parts procurement to meet the workshop guidelines and stated priorities, utilising the fleet transport computer software system (currently Jaama Key2) to include the following: <ul style="list-style-type: none">• maintenance of sufficient stock items, receive all stock and issue to workshop and customers as and when required utilising re-order levels and minimum stock levels and undertake daily, midterm and end of year stock takes.• maintenance of all transactions and issues records, updating the fleet management system for all processes as required.• assisting Technicians in identification of technical parts for procurement, proffering appropriate alternatives where availability problems have been identified.• maintaining a library of relevant spare parts catalogues and identifying and assimilating information on new stock items based on demand and obsolete stock.• Maintain adequate stocks of personal protective equipment and workwear for use across Luton Borough Council and in accordance with health and safety legislation | 30 |
| 2. | Responsible with Transport Manager for all aspects of the Stores section including procurement, disposal of obsolete stock, financial and administrative processes, including verification of goods received and invoice payment. | 20 |
| 3. | Monitor and progress orders and parts requisitions, ensuring achievement of delivery deadlines to maximise the efficiency of the workshops. Oversee the receipt and verification of goods/parts for technical suitability and operational condition, ensuring that rejected items are returned to suppliers, maintaining computer records of these processes. | 15 |
| 4. | Maintain effective budgetary controls of the stores budget in liaison with the workshop supervisor and transport manager to ensure effective budgetary monitoring within the Council's financial procedures and regulations. | 10 |
| 5. | Ensure that the stores area complies with all legal and Council regulations on health & safety and security. Implement and maintain all new health and safety recommendations. | 10 |
| 6. | Undertake project work/exercises, identifying, recommending and implementing improvements and providing management information as requested. | 5 |
| 7. | Liaise with LBC Procurement and the Transport Manager on complex contractual arrangements and negotiations. | 5 |
| 8. | Operate automated oil dispensing system and keep record of issues and check and record fuel and report to Fleet Supervisor. | 5 |

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DIMENSIONS:

Supervisory Management:	Joint responsibility for the mentoring and development of up to 2 Apprentices.
Financial Resources:	Oversight of stores@ £1m
Physical Resources:	Responsibility of a substantial volume of stock, imprest stock, non-stock items and specialist equipment within the stores area,
Other:	None

CONTEXT:

This key post provides a Stores service to the Transport Workshops and will need to maintain a high level of technical know-how through appropriate training and assimilation of knowledge. Post will need to utilise technical knowledge effectively to ensure correct parts identification and procurement to targeted timescales as required by management. Successful procurement is critical to the performance and best deployment of all resources in the workshops and effective provision of transport services.

Physical Effort:

Some heavy lifting is required when receiving and issuing stock. This may also include the use of forklift truck or other lifting equipment. (training provided if not already in possession of suitable licence)

Working Environment:

The work will be carried out within a large municipal workshop. The majority of the time the postholder will be exposed to noise and unpleasant smells coming from vehicles being repaired within the main workshop.

On occasions the post holder will be required to visit locations away from the stores to meet with suppliers and deliver, collect or return parts / stock.

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Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do

job:

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	- Demonstrable experience of working in a motor vehicle maintenance environment. - Demonstrable experience of procurement and stock control procedures. - Demonstrable experience of using an electronic stores procurement system.	1,2 1,2 1,2	Materials handling experience.	1,2
Skills/ Abilities	- Communication skills - able to communicate clearly by phone, face to face and written on all procurement matters. - Demonstrable numeracy skills - budgetary/financial management. - Able to work on own initiative. - Customer care approach. - Ability to use a PC effectively.	1,2 1,2 1,2 1,2 1,2	Experience of training apprentices.	1,2
Equality Issues	Knowledge and understanding of equalities issues/legislation and how they impact on the workforce.	1,2		
Specialist Knowledge	Technical knowledge and understanding of vehicle maintenance and parts Knowledge of procurement and stores procedures.	1,2,3 1,2,3		
Education and Training	Qualification in Motor-Vehicle maintenance, City & Guilds or equivalent significant experience.	1,2,4		
Other Requirements	Full UK driving licence for collection and return of parts.		Fork Truck operators' licence	1,2,4

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

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We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995 and 2005), to enable an applicant with a disability (as defined under the Acts) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data protection Act (1984 & 1998)

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