

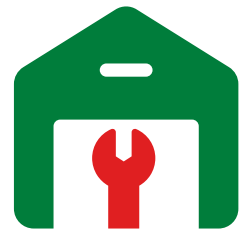
# We're recruiting: HGV Workshop Manager

SMITH & SONS (BLETCHINGTON) LTD HEAD OFFICE - ENSLOW

## About us

**Smiths Bletchington is a dynamic independent family-owned company and leading supplier of primary and recycled aggregates to the construction and allied industries in Oxfordshire and the surrounding counties. In business for over a century, Smiths have an enviable reputation as quality operators winning numerous domestic and international health, safety, and environmental awards.**

An opportunity has come up for a HGV Workshop Manager. Reporting directly to the Fleet Manager, this is a permanent, full-time position and will be based at the Company's head office at Enslow in Oxfordshire. The candidate will work alongside a highly dedicated team of HGV Technicians ensuring the workshop is running efficiently, driving profitability and workshop utilisation.



## Key responsibilities

- Organisation, control and administration of maintenance of LGV's, light commercial vehicles and company cars, using the company's own workshop facilities, and the use of outside service organisations as required, in respect of servicing, preparation for MOT testing and breakdown repair.
- Maintenance of vehicles and workshops to be in accordance with all relevant legislation, operator licence undertakings, standards set by the Company, and always with full regard to road safety.
- Ownership and management of the workshop budget.
- To keep up to date with current transport, H&S and Environmental legislation affecting activities undertaken within the workshops and haulage yard.
- To produce, maintain and update risk assessments, method statements and procedures for activities within the workshops and haulage yard.
- Maintaining standards in line with the FORS Silver and the Company's Health & Safety (ISO 45001), Environmental (ISO 14001) and Quality (ISO 9001) Management systems.
- Actively involved in accident/incident investigation, promoting near-miss reporting, recording and analysing accident/incident statistics and delivering swift and effective improvement actions.
- Manage all waste streams (tyres, oil etc) ensuring correct storage and disposal with relevant authorised third parties.
- Daily liaison with the Fleet Manager and Assistant Transport Manager to discuss defect rectification and maintenance planning.
- Liaison with the Transport department to coordinate maintenance and activities with haulage operations.





## Key responsibilities (Cont)

- Lead and motivate the workshop team to ensure they are meeting all objectives and achieving the highest standards of competency.
- The maintenance and development of truck and vehicle workshops to ensure facilities are kept up to date and fit for purpose.
- Assessing and implementing new technology and innovations in order to deliver continual improvements in fleet performance across the business.
- The maintenance of the transport yard and Head Office grounds.
- Procurement of suppliers, parts and services, in accordance with agreed limits, for immediate use and stock.
- Negotiating with suppliers to secure competitive pricing of parts and services.
- Management of stock and stock control system.
- Liaison with the accounts department to ensure propriety and authorisation of purchase invoices and other payment.
- Raising invoices in a timely and accurate manner.
- Procurement of fuels and oils to always ensure available supply to company vehicles and buildings.
- Undertake annual review of the fleet in line with the company's strategic rolling program of upgrading and renewal. Assisting with the procurement of new and/or used vehicles as authorised by the board of directors, and development of relationships with suppliers.
- Assisting with the disposal of old/used vehicles as authorised by the board of directors, and development of relationships with buyers.
- Liaison with the Fleet Manager to review, develop and plan the efficient running of the department and fleet.
- Complete ongoing internal and external training and assessment as required by the Company.
- Any other duties as reasonably required.



## Key experience and skillsets

- Good working knowledge of fleet operations, fleet management/logistics.
- Clear understanding of vehicle systems and technology.
- Driving licence.
- Knowledge and understanding of health and safety requirements for the areas of responsibility.
- Ability to organise and prioritise workload under own initiative to meet deadlines.
- Strong leadership and influential skills.
- Strong analytical skills and attention to detail.
- Experience in leading in a workshop.
- Experience in leading a team.



## What we offer

- Competitive salary
- Company Car Scheme
- Salary Sacrifice Pension scheme
- Life assurance
- Company sick pay
- Long service awards
- One Days paid leave to volunteer
- Employee Assistance Programme
- Reward and recognition schemes
- Discounted gym membership
- Ongoing training

**To apply for the role, please send your CV to**  
**[employment@smithsbletchington.co.uk](mailto:employment@smithsbletchington.co.uk)**