

Job Title: Fleet Production Leader
(b) Depot Production

Department: Fleet

Safety Status: Safety Critical

Purpose of the job

Lead and direct colleagues to enable the efficient production of correctly serviced, maintained, repaired, modified, and cleaned Traction and Rolling Stock at locations in designated areas in a safe and efficient manner.

Principle Accountabilities

2.1 To plan and maintain a workload for colleagues and to guide colleagues to ensure the safe and appropriate servicing, repair, maintenance, and cleaning of traction and rolling stock at locations in the appropriate designated areas, in an efficient and productive manner and in accordance with laid down regulations and specifications.

2.2 To apply depot protection for self and others, and to where required act as Designated Person ensuring that a safe system of work is in place for self, other fleet staff, contractors, visitors, passengers, public and train crew.

2.3 Ensuring that work is carried out in an efficient manner on an economical basis and within the defined time scales, and that matters of an urgent nature are given the correct priority.

2.4 Advise, guide and instruct colleagues as necessary when they are carrying out technical work as required.

2.5 Inspection of work carried out by colleagues to include in process inspections, audits, risk assessments and SCWR assessments.

2.6 Report and make recommendations regarding staff levels and working arrangements and by making recommendations to management and technical staff that lead to the improvement of technical documentation, tooling or other work practices that would lead to improved productivity/efficiency, greater safety or higher fleet reliability. (An example would be making recommendation on improvement to working practices manning of jobs altering VMIs or on updating level checks).

2.7 Responsible for specific area's and for the Inspection of premises, ensuring upkeep of cleanliness, safety precautions, accident prevention, investigation and reporting, in accordance with safety procedures and regulations.

2.8 Liaise with other departments and technical colleagues, attending meetings as required

2.9 Overall responsibility for the control and efficient utilisation of allocated road vehicle fleet and records of use such assets.

2.10 Formulate a daily colleague by colleague work plan that matches resource with required workload as required.

2.11 Ensure that breakdowns and incidents are dealt with expeditiously, to including where required Call Out responsibility.

2.12 Ensure all documentation is completed correctly relating to both vehicles maintained at the site, the site itself and the Colleagues, contractors and Agency staff employed on the site.

Ensure colleagues comply with the requirement for accurate completion of work records to include the generation of, completion of and sign off of work as complete and compile records of all work done in accordance with local instructions, to include use of any electronic Maintenance Management System.. If required compile technical reports relating to work carried out.

2.13 Adhering to Stores Procedures when using material. and to ensure cost effective use of said materials to include use of any electronic Maintenance Management System

2.14 Undertake responsibilities and ensure compliance with local quality, safety, and environmental systems and take ownership of procedures that directly relate to the post

2.15 Ensure all colleagues have the required tools to carry out the expected work

2.16 Where applicable instruct new entrants, apprentices, contractors and visitors, on maintenance procedures, act as mentors as required, carry out competence assessments as required

2.17 Produce KPI reports as required to demonstrate success

2.18 Lead tool box talks and carry out team briefs as required

2.19 Carry out first line management actions with regards to colleagues to include MFA, Discipline, Welfare and Poor Performance

JOB DESCRIPTION

Experience, Knowledge, Qualifications and Training

3.1 Completed appropriate apprenticeship or hold relevant qualifications in electrical / mechanical engineering as specified by current company policy.

3.2 Familiar with EMU's and/or DMU's maintenance and cleaning activities

3.3 Familiar with Leadership practices or be willing to undergo training in leadership.

Additional Information

4.1 Experience in all types of rail traction.

4.2 Familiar with Health and Safety, Quality, and Environmental policies.

4.3 Knowledge of Rules and Regulations.

4.5 A1 A2 Assessors qualification

4.6 Road vehicle driving License and authority to drive Railway Service vehicles

4.7 Computer literate

4.8 Emergency First Aid (Compulsory) First Aid at Work Certified (where specified)

4.9 PTS and DP

4.10 SCWR in Rail Vehicle Maintenance

Post Holder:		
Authorised by:		Date: