

**JOB DESCRIPTION**

Post Title: Technical Officer – Fleet & Equipment		Director/Service/Sector: Fire & Rescue		Office Use
Band: 7		Workplace: Fire & Rescue HQ		JE ref: 1170
Responsible to: Station Manager Technical Services		Date: March 2024	Manager Level:	HRMS ref:
<b>Job Purpose:</b> To manage and maintain the emergency response fleet (including LGV), equipment, assets and resource requirements of Northumberland Fire and Rescue Service efficiently and cost effectively.				
Resources	Staff	None		
	Finance	Advises and assists on lease budgets, fuel budgets and vehicle/equipment budgets. Co-ordinates links between Fire & Rescue Service and internal / external providers of servicing, engineering and equipment provision to ensure value for money.		
	Physical	Responsible for supporting the safety and welfare aspects of NFRS fleet and equipment, including NFRS personnel and community.		
	Clients	Representatives of local, regional, national companies, international suppliers, partner organisations, trade unions and members of the community, liaison with senior managers, operational and non-operational staff.		
<b>Duties and key result areas:</b> <ul style="list-style-type: none"><li>• Effective management of fleet and equipment to maintain risk critical operational readiness.</li><li>• Contact and liaison officer for issues relating to fleet and equipment defects, servicing and maintenance.</li><li>• Responsible for the interpretation of and ensuring that all local, regional, national and international road transport legislative acts are complied with by the Fire &amp; Rescue Service.</li><li>• Supporting the management and quality assurance of Service Level Agreements and other contracts associated with the provision of NFRS fleet and equipment.</li><li>• Assist in the production and updating of service policy &amp; guidance documents, information notes, risk assessments and standard operating procedures relating to fleet and equipment.</li><li>• Develop, maintain and update manual and electronic databases relating to areas of responsibility.</li><li>• Responsible for ensuring that all risk critical equipment is inspected and tested in accordance with legal requirements and internal standard test procedures, ensuring appropriate records are maintained and health and safety practices followed.</li><li>• To monitor the equipment/standard test database for the servicing, maintenance and life of operational equipment/fleet, reporting and highlighting issues to senior management.</li><li>• Provide technical advice and assistance during the evaluation of operational equipment and fleet, leading evaluations as delegated by line management.</li><li>• To support the management of contracts, service level agreements and equipment/fleet and engineering agreements as delegated by the line manager.</li><li>• To act as technical assessor for breathing apparatus (BA) queries, faults and contaminated BA equipment.</li></ul>				

- Responsible for the safe decontamination of Fire & Rescue Service breathing apparatus and associated equipment following exposure to hazardous substances e.g. asbestos.
- Supervise the allocation and usage of fleet and equipment assets.
- Assist in the production and monitoring of vehicle accident statistics.
- Assist with project work as directed.
- Assist in the management of appropriate purchase and disposal of fleet and equipment in line with financial and procurement guidelines.
- Technical support and maintenance and testing, for communication equipment and risk critical mobile data equipment.
- Responsible for the safe decommissioning of fleet and equipment.
- To assist in the drafting of fleet and equipment specifications for use by the Fire & Rescue Service ensuring they are fit for purpose and reduce the Service's carbon footprint.
- Assist in the specification and purchasing of fleet and equipment for Fire & Rescue Service partners when required, e.g. Public Protection.
- Responsible for the management of fuel ordering and fuel system management including fuel card systems, to ensure appropriate fuel reserves for operational response vehicles are maintained.
- Assist in the ordering and authorising of invoices for fleet and equipment related goods and services.
- Coordinate installation of mobile communications equipment as required.
- Responsible for the purchase and installation of appropriate vehicles markings and graphics.
- Responsible for specifying equipment and plant which will be fit for purpose and reduce NFRS carbon footprint.
- Responsible for liaison with NFRS insurers and provide fleet and equipment information as required.
- Responsible for maintenance and audit of emergency vehicle data and video logging equipment.
- Represent NFRS at relevant regional and national forums.
- Represent NFRS in a court of law when required with evidence collated from data and video recording equipment.
- Ability to support the other functions of the department in the discharge of their duties as required.

*The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.*

#### **Work Arrangements**

Transport requirements:	Travel required to Fire & Rescue Service remote sites, regional Fire Service sites and, national locations.  Full time, standard office hours with flexibility for evening and weekend working to meet the demands of a 24/7 emergency response organisation. Occasional overnight stay when attending meetings at other locations.  Generally office based with offsite working.
Working patterns:	
Working conditions:	

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title: Technical Officer – Fleet &amp; Equipment</b>	<b>Director/Service/Sector: Fire Rescue</b>	<b>Ref: 1170</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>Fleet and vehicle management qualification (City &amp; Guilds or equivalent).</li> <li>Hold a current driving licence for B, B+E. C, C1, C1+E, D1, D1+E.</li> <li>Hold a professional qualification in Road Transport, for example be a member of The Institute of Road Transport Engineers.</li> <li>Demonstrable experience and understanding of employer and employee responsibilities within relevant Health and Safety Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>IOSH/NEBOSH H&amp;S Qualification</li> <li>COSHH Awareness</li> <li>Transport Manager CPC</li> <li>Technical qualifications appropriate to the role               <ul style="list-style-type: none"> <li>Mobile communications installation</li> <li>Service &amp; maintenance of breathing apparatus equipment</li> <li>Fork lift truck licence</li> </ul> </li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Proven experience of supporting the management and maintenance of a large goods vehicle fleet and white fleet.</li> <li>Proven experience of supporting the management of ancillary fleet assets.</li> <li>Experience in planning maintenance schedules.</li> <li>Experience of project management.</li> <li>Experience in budget management.</li> <li>Experience of management of equipment assets.</li> <li>Experience of maintaining high levels of workplace health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the work of the Fire &amp; Rescue Service and partner organisations.</li> <li>Knowledge and experience of operating within a stores environment.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Able to demonstrate a high level of practical IT skills.</li> <li>Well- developed verbal and written communication skills.</li> <li>Well- developed analytical skills.</li> <li>Enthusiastic, responsible, articulate, and motivated.</li> </ul>		

<ul style="list-style-type: none"> <li>• Ability to meet deadlines, work under pressure, prepare reports and initiate action.</li> <li>• Able to work unsupervised and use own initiative.</li> <li>• Flexible and innovative approach to workable solutions.</li> <li>• Excellent interpersonal skills and an ability to liaise with a variety of people at all levels.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Risk critical time deadlines relating to emergency response assets.</li> <li>• Ability to adapt and respond to support an emergency service as required of the role.</li> <li>• Manage competing priorities in methodical way.</li> <li>• Available out of hours as required by a 24/7 emergency service.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Able to meet the transport and driving requirements of the post.</li> </ul>		