

JOB DESCRIPTION

JOB TITLE:	Fleet and Facilities Assistant	JE NUMBER: A13627
DIRECTORATE:	Housing	BAND: 4
RESPONSIBLE TO:	Fleet and Facilities Manager	
RESPONSIBLE FOR:	Supporting routine fleet administration and general caretaking duties within the depot	
MAIN PURPOSE OF POST:	Support the Fleet and Facilities Manager in ensuring the Council operates a safe, compliant, and well-maintained fleet of vehicles Contribute to the effective and efficient operation of the Council's fleet to meet service needs across all departments. Assist in coordinating the upkeep, maintenance, and safe operation of the depot and associated facilities.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	All duties must be carried out in accordance with Council policies, procedures, and statutory requirements
2.	Assist in implementing planned schedules for vehicle maintenance, statutory inspections, and safety checks.
3.	Ensure all vehicles meet legal operating, licensing, and compliance requirements, reporting any concerns promptly.
4.	Carry out regular vehicle inspections to monitor standards of cleanliness, condition, and roadworthiness.
5.	Monitor and record the condition of ancillary equipment such as first aid kits, cargo nets, and other safety items.
6.	Arrange appointments for servicing, repairs, MOTs, and stock-taking, including coordinating vehicle collection and delivery
7.	Work with internal teams and external suppliers to support efficient vehicle maintenance, repairs, and servicing, promoting a "fix first time" approach.
8.	Monitor vehicle usage to reduce reliance on short-term hire vehicles while ensuring service continuity.
9.	Liaise with operatives and staff to ensure vehicles are available for servicing and repairs with minimal disruption to service delivery.
10.	Provide practical support and problem-solving for fleet-related issues, escalating complex matters where necessary.

11.	Ensure all drivers complete the required driving assessments before accessing the Council's fleet.
12.	Monitor driver behaviour and ensure daily vehicle checks are completed and recorded in line with Council procedures.
13.	Assist in investigating road traffic accidents and vehicle incidents alongside the relevant line manager, ensuring accurate recording and notification for insurance and remedial action.
14.	Support the completion of insurance documentation and maintain accurate and up-to-date fleet records and databases
15.	Develop and maintain effective working relationships with service providers to support efficient contract delivery.
16.	Order and receive goods and services in accordance with the Council's procurement rules.
17.	Assist with the procurement of replacement vehicles and short-term hire vehicles to maintain service provision
18.	Record, monitor, and follow up depot and facilities maintenance tasks to completion.
19.	Support the coordination of general depot upkeep, ensuring a safe and compliant working environment
20.	Deputise for the Fleet and Facilities Manager when required, within the scope of the grade.
21.	Carry out any other duties commensurate with the grade of the post

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change - The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	X
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Fleet and Facilities Assistant	JE NUMBER:	A13627
DIRECTORATE:	Housing	DATE:	2026

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to work on own initiative and as a member of a team.	AF / I
•	Knowledge of vehicle maintenance, upkeep of all vehicles and arranging and monitoring schedules.	AF / I
•	Ability to organise and prioritise workload to meet deadlines	AF / I
•	Knowledge and understanding of statutory requirements relating to fleet and fleet users.	AF / I
•	Ability to deal with insuring a large fleet and all insurance related issues pertaining to the fleet, including claims and accidents.	AF / I
•	Strong communication skills, able to work effectively with staff at all levels and external partners	AF / I
•	Understanding of vehicle maintenance requirements and statutory compliance (MOT, licensing, safety checks).	AF / I
•	Awareness of health and safety responsibilities in a depot or operational setting.	AF / I
•	Knowledge of basic facilities maintenance processes.	AF / I
•	Understanding of data protection and confidentiality requirements	AF / I
•	Ability to cope well under pressure and deal with situations in a calm and professional manner.	AF / I
•	Ability to deliver training to employees.	AF / I
•	Competent IT skills, including use of databases, spreadsheets, and digital reporting tools.	AF / I
Desirable		
•	Knowledge of Health and Safety legislation.	AF / I

•	Knowledge of stock and control of stock on fleet vehicles.	AF / I
•	Knowledge of facilities maintenance.	AF / I
•	Knowledge of fleet management systems or telematics.	AF / I
•	Knowledge of local authority policies and procedures.	AF / I
•	Awareness of insurance processes relating to vehicle incidents.	AF / I
•	Ability to analyse fleet data to identify trends or issues	AF / I
EXPERIENCE		
Essential		
•	Experience working in a fleet, transport, facilities, or operational support environment.	AF / I
•	Experience coordinating maintenance, servicing, or inspection schedules.	AF / I
•	Experience working with external contractors, suppliers, or service providers.	AF / I
•	Experience maintaining accurate records, logs, or databases.	AF / I
•	Experience dealing with operational issues and resolving problems in a timely manner.	AF / I
Desirable		
•	Experience of working in a Local Authority environment.	AF / I
•	Experience in accident/incident reporting or investigation.	AF / I
•	Experience in a local authority or public-sector environment.	AF / I
•	Experience monitoring driver behaviour or vehicle compliance systems.	AF / I
•	Experience supporting procurement or ordering processes	AF / I
QUALIFICATIONS		
Essential		
•	GCSEs including Maths and English Level 9-4 (or equivalent)	Qualification /Certification
•	Hold a full driving licence.	Qualification
Desirable		
•	Relevant vocational qualification (e.g., Level 2/3 in Transport Operations, Fleet Management, Vehicle Maintenance, Facilities Management).	Qualification

•	Training in health and safety, manual handling, or risk assessment.	Qualification
•	First Aid qualification	Qualification
•	Evidence of ongoing professional development relevant to fleet, transport, or facilities work	Qualification
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 2		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at	Interview

Level: 2	<p>accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
Level: 2		
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 2		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
Level: 2		
Delivering Value for Money	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and</p> <p>implementing solutions which achieve the best mix of</p>	Interview
Level: 2		

	<p>quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 2		
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	Interview
Level: 2		