

<b>Job Title</b>	Mechanical & Engineering Manager
<b>Department</b>	Transport
<b>Reports to</b>	Transport Manager
<b>Grade</b>	Grade 4
<b>Purpose &amp; Overview</b>	<p>The introduction of a dedicated Mechanical and Engineering Manager is a critical step in modernising and future-proofing our fleet operations. This role will bring focused leadership to ensure our 900+ Light Commercial Vehicles (LCV) remain safe, compliant, and operationally efficient, while driving the transition to a low-carbon, technology-enabled fleet.</p> <p>In addition to leading on fleet sustainability and digital innovation, the Mechanical and Engineering Manager will take ownership of maintenance approval processes and spend control, ensuring that all maintenance activity is justified, cost-effective, and aligned with operational priorities. This strengthens governance over one of the fleet's most significant areas of expenditure.</p> <p>By investing in this role, we intend to not only improve compliance, asset performance, and financial control, but also positioning the business to lead in long term operational resilience</p>
<b>Key Accountabilities</b>	<p><b>Fleet Engineering &amp; Maintenance Oversight</b></p> <ul style="list-style-type: none"> <li>• Ensure WWU light commercial vehicles are safe, roadworthy, and compliant with relevant standards (e.g., SERVICE, MOT, LOLER, PUWER)</li> <li>• Lead technical specification and procurement of LCVs, ensuring fit-for-purpose builds.</li> <li>• Manage warranty, recalls, and asset lifecycle planning.</li> <li>• Technical lead for all LCV compliance</li> <li>• Collaborate with outsourced providers to monitor Service Level Agreements (SLA) and performance.</li> </ul> <p><b>Delivery of Net Zero Transition</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver the roadmap for fleet decarbonisation, including:             <ul style="list-style-type: none"> <li>• Electric Vehicle (EV) rollout strategy</li> <li>• Charging infrastructure deployment</li> <li>• Low-carbon fuel alternatives</li> </ul> </li> <li>• Evaluate whole-life costs and emissions to drive sustainable procurement.</li> </ul> <p><b>Fleet Technology Integration</b></p>

	<ul style="list-style-type: none"> <li>• Lead implementation of fleet management technologies, such as:               <ul style="list-style-type: none"> <li>• Telematics and driver behaviour platforms</li> <li>• EV charge monitoring tools</li> <li>• Remote diagnostics and predictive maintenance solutions</li> </ul> </li> <li>• Ensure systems are integrated and data is used for insight-driven decisions.</li> </ul> <p><b>Compliance &amp; Risk Management</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the Transport Manager to ensure Operator Licence requirements are met.</li> <li>• Owns and monitors vehicle defect reporting and ensure issues are resolved in a timely manner.</li> <li>• Ensure vehicles meet internal and external audit standards.</li> <li>• Lead on regular LCV safety and compliance updates and reminders</li> </ul> <p><b>Geographic Coverage</b></p> <ul style="list-style-type: none"> <li>• Supports compliance across <b>twenty-six</b> depots/operating centres, located across the WWU Network</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Operations – to ensure fleet supports frontline needs.</li> <li>• Sustainability – to align vehicle specs with carbon targets.</li> <li>• Finance &amp; Procurement – for investment planning and cost control</li> </ul> <p><b>Key External Partners</b></p> <ul style="list-style-type: none"> <li>• Maintenance provider</li> <li>• leasing companies</li> <li>• workshops</li> <li>• technology vendors</li> <li>• Champion a culture of innovation, continuous improvement, and environmental responsibility</li> <li>• Supports with digitisation of required fleet management systems.</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<p>Candidates must be able to demonstrate that they have in depth proven experience and knowledge of:</p> <ul style="list-style-type: none"> <li>• LCV Maintenance Standards: scheduled servicing, inspections, MOT preparation, and fault diagnostics.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Regulatory Compliance:</b> ensuring vehicles meet DVSA standards, emissions regulations, and duty of care obligations.</li> <li>• <b>Defect &amp; Breakdown Management:</b> Root cause analysis, repair validation and approvals and parts quality assurance.</li> <li>• <b>Maintenance Planning Systems:</b> Proficiency with fleet software for scheduling, reporting, and asset tracking.</li> <li>• <b>Telematics Integration:</b> Interpreting vehicle data for condition-based maintenance, fault codes, and fuel performance.</li> <li>• <b>Warranty &amp; Recall Management:</b> Coordinating with stakeholders, tracking open recalls, and securing cost recoveries.</li> <li>• <b>Cost Control:</b> Managing maintenance budgets, parts procurement, warranty claims, and downtime reduction strategies.</li> <li>• <b>Alternative Powertrains:</b> Knowledge of EV, hybrid, and Euro 6+ systems — charging, battery management, and regenerative systems.</li> </ul>
<b>Qualifications</b>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Manufacturer Training Certifications (Ford, VW, Vauxhall, etc., where applicable)</li> <li>• Health &amp; Safety training (e.g. IOSH Managing Safely)</li> <li>• Valid UK driving licence.</li> <li>• Level 3 NVQ or City &amp; Guilds in Light Vehicle Maintenance &amp; Repair (or equivalent)</li> <li>• Level 5 qualification in Fleet Management, Engineering, or Automotive Technology (desirable)</li> <li>• IRTEC Accreditation (preferred for hands-on/mechanical oversight roles)</li> </ul>
<b>Job Dimensions</b>	<ul style="list-style-type: none"> <li>• <b>Fleet Size:</b> 900+ LCVs.</li> <li>• <b>Strategic Objectives:</b> Net Zero alignment, fleet modernisation, and technology enablement</li> <li>• <b>Support Functions:</b> Works closely with transport, procurement, sustainability, and operations.</li> </ul>