

Job Description

Position: Transport and Asset Manager

Reports to: Finance Director

Location: Yeovil, Somerset (preferred); alternative locations may be considered

Contract type: Full time

Salary: Dependent on experience

Overview of the role

The role of the Transport and Asset Manager is to ensure Denholm Industrial Services has in place a formal system that addresses the “Operator Licensing” requirements issued by the Driver and Vehicle Standards Agency, as well as establishing and maintaining the Denholm Industrial Services Plant and Equipment Asset register. The Transport and Asset Manager is also responsible for communicating with and training personnel to ensure concurrence of responsibility and adherence to the company’s integrated management system and legislative policies and procedures, as they relate to all company vehicle, plant and equipment assets.

Role responsibilities

- Vehicle delivery or transfer records to / from Business Unit
- Develop and maintain the vehicle management system
- Produce monthly reports on transport and assets, including KPI targets
- Develop and maintain the Plant and Equipment Asset register
- Monitor:
 - HGV inspection paperwork
 - Maintenance schedules and records of service
 - Defect rectification
 - Drivers’ hours and tachographs
 - Logbook V5 retention
 - MOT test retention
 - Road tax
 - Assigned driver details received and recorded
 - Own vehicle declaration collection (September of each year)
 - Driving licence checks for assigned drivers (6 monthly basis)
 - Agency driver licence checks
- Issue vehicle packs with vehicles
- Collection of vehicle checks and log sheets (monthly)
- Issue vehicle decals and markings
- Vehicle accident notification records to insurers
- Approval of vehicle expenditure >£250 for repairs
- Progress FORS accreditation throughout Denholm Industrial Group
- Manage and distribute fuel cards and monitor fuel usage
- Conduct regular Business Unit audits and report findings to the Board
- Administration and control of painting related plant and equipment through the development of the Denholm Industrial Services Plant database system

- Develop a strategy to improve Denholm Industrial Services' carbon footprint from vehicles and assets in a cost-effective manner
- Maintain a register of all motor insurance claims and administer the progress in collaboration with the company's insurance brokers

Health, safety and environmental

- Regularly promote safe operation and driving initiatives to maintain Business Unit Managers' awareness of current responsibilities and ongoing issues with their vehicles
- Undertake random site inspections at each Business Unit to ensure compliance with the requirements of the Denholm Industrial Services Transport Manual, liaising with the necessary parties, where required
- Use compliance and maintenance information to instigate actions that minimise risk to the business, control costs and drive profitability
- Enforce WTD regulations/EU Hours compliance amongst all staff, particularly drivers, addressing all non-conformance

Identify trends and make recommendations in the following areas:

- Accidents and incidents and risk assessments
- Fleet defects, site Maintenance and repair
- Fuel consumptions
- Damage reduction

Skills and Experience

To be successful in this role you will be motivated, creative, organised and willing to take responsibility for the success of your activities. You will need strong analytical skills to develop a detailed understanding of transport problems and to identify, develop and maintain both the Vehicle and Plant Databases to ensure full compliance across the Denholm Industrial Services Business Units.

Additional Skills

- Minimum of 2 years' experience in a similar transport or asset management position
- PC-literate in programmes such as Microsoft Office
- Experience in legislative compliance
- System knowledge of fleet systems, Tachomaster, etc
- Financially astute and drive cost saving efficiencies and initiatives
- Ability to influence internal and external third parties

How to apply

Please submit your cv and covering letter to:
recruitment@denholm-industrial.com

