



Role: Regional Fleet Manager - East and Midlands

Area: Business Services Centre

Sub-Area: Facilities

Location: Dublin

Duration: Fixed Term – 2 Years **Salary:**

Competitive **Ref:** 003S19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Facilities function within the Business Services Centre is responsible for the obtaining and maintaining of Ervia HQ's and Regional offices, including activities such as ; Security, Reception Services, Spatial Planning, Fleet Management, Cleaning and building maintenance. Facilities will provide these services to all of Ervia organisations including; Gas Networks Ireland, Group and Irish Water, ensuring a consistent and effective facilities service is provided.

The Role:

Reporting to the National Transport Manager, the Regional Fleet Manager is a key member of the Fleet Team responsible for the delivery of fleet management services at regional level for all of Ervia including; Gas Networks Ireland, Aurora, Irish Water and Group.

Duties and Responsibilities:

- Manage and maintain the Ervia fleet of vehicles, mobile equipment and specialist plant/equipment at regional level.
- Ensure delivery of fleet management services within annual OPEX budgets and identify and manage any risks to budgets ensuring necessary approvals
- Ensure delivery (including budget and programme) of the vehicle replacement CAPEX programmes in Gas Networks Ireland and Irish Water.
- Develop and present papers to various Investment and Contract Approval Committees as required for approval of spend and contract authorisation.
- Liaise with the Regional Operational teams in Gas Networks Ireland and Irish Water to ensure that the size of the fleet and vehicle types in the region are appropriate to meet the demands of the business
- Liaise with a broad range of Local Authority Staff including Director of Services, Senior Engineers, Supervisors, Fleet Management Teams, drivers etc
- Conduct inspections / audits / assessments of vehicles as required and develop replacement strategy
- Develop business cases with Finance for replacement of vehicles and agree vehicle types and quantities with Business Units and Local Authorities
- Procurement of fleet including vehicle specifications and tender documentation
- Provide 'Fit for Purpose' vehicle and arrange fitting of 'In-Vehicle' Racking & Shelving and other requested equipment
- Co-ordinate roll out and handover of new vehicles to drivers

- Driving a strong behavioural culture of continuous improvement regarding processes and procedures e.g. fleet manual and SOP's
- Implement new technologies across fleet to promote a culture of continuous improvement e.g. use of hand held technology for vehicle inspections
- Co-ordinate the delivery of all operational and maintenance activities including servicing, repairs, CVRT/NCT tests and payment of Road Fund Licence (Road Tax)
- Act as key interface with Fleet Management Supplier in relation to planned, reactive and emergent fleet activities to ensure provision of a safe, effective and efficient service.
- Act as the escalation point for any technical/driver/customer related issues
- Manage and authorise all commercial aspects of contracts including, agreeing cost centres, approving PO's/payments and benchmarking costs
- Develop, maintain and standardise vehicle design standards / specifications across Ervia
- Ensure compliance with all statutory and legislative requirements
- Track and report monthly on fleet costs and KPI's and address issues/anomalies
- Manage fuel/energy reduction programme, including driver training, vehicle replacement projects, and ongoing fleet management improvements.
- Assist with Severe Weather / Business Continuity Plans e.g. provision of winter jeeps
- Manage fleet in line with Ervia (HSQE) Health, Safety, Quality and Environmental requirements
- Assist HSQE with risk assessments, accident / incident investigations, CAR (Corrective Action Requests), driver handbooks, ergonomic assessments etc
- Assist with development of driver training programme
- Provide key information to National Transport Manager to facilitate objective decision making
- Attend meetings with Senior Management / Regional Managers and act as point of contact for escalation
- Participate in the on call rota for Fleet Management if required

Knowledge, Skills and Experience:

- Relevant third level qualification in Transport Management / Engineering / Business or similar
- Minimum 5 - 7 years' relevant fleet management experience
- Deep technical knowledge of fleet management is essential
- Knowledge of fleet management systems desirable
- Strong understanding of commercial and contractual management and of service delivery
- Knowledge of Road Traffic Acts, Health & Safety legislation etc that apply to work related driving
- Strong communication, report writing and document preparation skills
- The commitment and drive to be accountable for, and to deliver against, challenging goals
- Previous experience with initiating and maintaining strategic relationships both internally and externally, using strong influencing skills to achieve business goals
- Ability to work both independently and as a co-ordinated part of a team and strong ability to pursue issues to closure on own initiative
- PC skills required to maintain databases, preparing and presenting monthly reports, annual budgets, etc.
- Applicants must hold a full clean driving license

The closing date for receipt of applications for this vacancy is 23rd January 2019.