Job Description

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| **Job Title** | Team Manager – Engineering Workshops |
| **Grade** | PO4 |
| **Reporting To** | Ground Maintenance and Technical Support Manager |
| **JD Ref** | OPS0006P |

Purpose

Lead and manage a team of Engineering Craftsmen to deliver effective, efficient, and safe Engineering Workshop Services. Contribute to the development and implementation of project strategies that support operational excellence and continuous improvement. Collaborate with service users to assess business requirements and ensure the timely maintenance, repair, and replacement of all Parks & Countryside machinery, equipment, and vehicles.

Ensure services are delivered to the highest standards of safety, quality, and cost-effectiveness, creating best value for the Council. Take responsibility for evaluating and advising on the procurement of new equipment and vehicles. Promote a safe working environment by minimising staff exposure to vibration and noise in line with statutory health and safety requirements.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values and leadership behaviours in the role and organisation.

**Team Leadership and Management:**

* Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
* Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
* Through continuous improvement strengthen the tools, practices and impact of the service.
* Monitor and evaluate team performance through regular feedback, appraisals, and development plans to ensure high standards and accountability.
* Support workforce planning, succession development, and skills gap analysis to ensure service resilience and continuity.

**Communication, Engagement and Training:**

* Responsible for installing, supporting, configuring, developing, maintaining and repairing equipment, machinery and vehicle systems and services.
* Lead on large technical projects of varying complexity and negotiate with the key stakeholders of these projects.
* Provide advice, support, guidance and lead training to Parks & Countryside (P&C) colleagues and users/customers outside of P&C Services, Heads of Service, Elected Members etc.
* Lead on the development and implementation of the Council's Engineering Workshop Service.
* Preparation of committee reports and attendance at committee as required.
* Responsible for ensuring compliance with Council policies and procedures, as well as relevant
* Responsible for the health and safety of the Parks & Countryside service at borough wide level according to council policies including the management, testing and reporting of Hand Arm Vibration (HAVS) and noise.
* Responsible for providing support to the cemeteries and cremation service by maintaining an effective machine maintenance and replacement schedule and manufacturing bespoke items for the service to assist health and safety.
* Responsible for a team of Engineering Craftsmen.
* Taking management responsibility for all HR elements within the team i.e. motivating, developing, training, welfare (health and safety), attendance management, approving leave, disciplinary and capability issues, mentoring and appraisals/progressions.
* Acts as mentor, point of contact and escalation for more complex issues for technical expertise/knowledge transfer.
* Lead on the production and implementation of machinery, management and repair plans, relevant strategies and plans in accordance with statutory requirements and all council standards and procedures.
* Build and maintain effective relationships with internal departments, external contractors, and community stakeholders to support service delivery and continuous improvement.
* Lead and support change initiatives within the workshop and wider Parks & Countryside service, ensuring staff are engaged and supported through transitions.

**Data Analysis and Decision-Making:**

* Negotiate, advise, influence and communicate with 3rd party suppliers to ensure their products adhere to Wirral standards and structures.
* The procurement, specification and evaluation of machinery and vehicle systems, services and support.
* Provide a point of management escalation with more complex advice, support, and guidance and assuming autonomy in decision making.
* Keep workshop data accessible and secure - 'information governance', review standards and recommend changes.
* Contribute to the planning and negotiating of downtime when the machinery and vehicle fleet can be supported and upgraded with the business and P & C colleagues.
* Take part in the negotiation with other internal and external teams/projects to achieve corporate strategic business objectives.
* Set and follow departmental allocated budgets and project specific budgets approving all expenditures where necessary.
* Deliver a cost-effective service and be directly responsible for all budgets allocated.
* Prepare and submit monthly financial and performance reports.
* Be responsible for monitoring and implementing Capital and Planned expenditure on equipment and vehicles across the Parks & Countryside service.
* Use performance data and analytics to monitor service delivery, identify trends, and inform continuous improvement initiatives.
* Apply risk-based decision-making to prioritise maintenance, procurement, and investment in machinery and equipment.
* Utilise digital tools and systems for asset tracking, diagnostics, and reporting to support informed decision-making.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Maintain compliance with statutory legislation, industry standards, and best practice guidelines across all workshop operations.
* Lead on the implementation and monitoring of risk assessments, safe systems of work, and control measures, ensuring a proactive approach to health and safety.
* Ensure all workshop activities, including procurement and maintenance, comply with relevant regulatory requirements. This includes ensuring that all machinery and equipment meet CE or UKCA marking standards where applicable, and that staff practices align with statutory health and safety legislation.
* Support internal and external audits, inspections, and reviews, and take corrective actions where necessary to maintain compliance and continuous improvement.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Attainment or working towards a professional, academic or industry standard qualification relevant to the realm of technical expertise for the role in mechanical engineering knowledge working towards NVQ Level 5 or equivalent).
* Desirable - Additional qualifications in leadership, health and safety (e.g. IOSH/NEBOSH), or project management (e.g. PRINCE2, ILM)

**Knowledge & Skills**

* Advanced mechanical, safety and product knowledge of all machinery and equipment.
* Basic and advanced engineering techniques including fault diagnosis, repair and preventative maintenance, being able to identify potential mechanical and safety issues.
* Able to work with machine specific equipment to fault find and rectify Engine Management problems using hardware & software.
* Able to work with specialist hand arm vibration (HAVS) monitoring equipment to calculate exposure levels to operators and provide support documentation to assist in any claims against the council.
* Knowledge of computerised stock control systems and keyboard skills
* Good communication skills to be able to liaise with suppliers and manufacturers as to the Workshop and Parks & Countryside exact needs for spares and new machinery and the ability to negotiate for the best price for Machinery, Spares, and aftermarket specialist servicing including training.
* Ability to operate and demonstrate all equipment to parks staff ensuring correct training to relevant standards.
* Skilled in conflict resolution, coaching, and performance management.
* In-depth understanding of health and safety legislation, including PUWER, LOLER, COSHH, and vibration regulations.
* Ability to conduct and review risk assessments and implement safe systems of work.
* Experience in planning and delivering technical projects, including procurement, budgeting, and resource allocation.
* Familiarity with asset lifecycle management and maintenance planning systems.
* Strong interpersonal skills with the ability to build effective relationships with internal and external stakeholders.
* Ability to interpret technical data and performance metrics to inform decision-making and continuous improvement.
* Experience using digital tools for diagnostics, reporting, and asset tracking.
* *Desirable - Ability to weld to a recognised qualification standard - welding qualifications allowing safe manufacture and fabrication of components including testing techniques in electric and gas welding.*

**Experience**

* Experience of working in a Horticultural and Agricultural workshop.
* An understanding of and an ability to deliver excellent customer service to internal customers.
* Experience in supervising or managing a technical team, including performance management, mentoring, and staff development.
* Experience in managing budgets, procurement processes, and resource allocation to deliver cost-effective services.
* Proven track record of contributing to service improvement initiatives, including the implementation of new systems, processes, or technologies.
* Experience in preparing for and responding to internal or external audits, inspections, or regulatory reviews.
* Experience in using data to inform decision-making, track performance, and produce reports for senior management or stakeholders.
* *Desirable - Working in a Parks & Countryside environment.*
* *Desirable - Understanding of corporate requirements relating to the maintenance and repair*

*of vehicles and equipment.*

* *Desirable - Experience of one or more Parks and Countryside related specialisms.*

Additional Information

* Ability to travel across the Borough and work from various locations.
* Work hybrid, with a flexible working approach to accommodate service needs.
* Expected to work from a fixed location (subject to change).
* On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Prolonged Repetitive Movements/Actions
* Moving or handling heavy loads
* Working with dust or fumes
* Working with skin irritants /sensitisers
* Working with chemicals (industrial or cleaning)
* Working in a confined space
* Working at Heights
* Working with vibrating equipment / tools
* Exposure to Noise (>80dbA)
* Lone working
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Vocational Driving
* Driving duties
* Driving Forklift Trucks
* Contact with latex
* Exposure to persons with challenging or aggressive behaviour

Approved By: Matthew Humble, Head of Service, Parks & Countryside and FleetDate Of Approval: Insert date (only upon final approval)