

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Fleet Support Administrator**Unit/Team:** Work Service Unit**Grade:** C**Service:** Operations & Traded Services**Reports to:** Transport Manager**Issue Date:** August 2025

PURPOSE OF THE JOB

To provide administrative and operational support to the Transport Manager and Fleet team in maintaining the Council's vehicle fleet, ensuring service records, fuel usage, compliance documentation, and schedules are accurately maintained and accessible.

Support day-to-day fleet operations by liaising with service teams, suppliers, and internal departments, helping to coordinate repairs, services, and record keeping.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Maintain and update records associated with the Council's operator's licence under the guidance of the Transport Manager, ensuring relevant documentation is complete and readily available.
- 1.2 Liaise with external suppliers for fuel, tyres, and parts for ordering and delivery coordination. Assist in monitoring contract service levels through basic data reporting and supplier communications.
- 1.3 Assist with scheduling driver training, CPC courses, and health and safety inductions by managing attendance lists, booking venues, and preparing training materials.
- 1.4 Update and monitor data related to vehicle usage, fuel consumption, and emissions in support of sustainability and efficiency targets.
- 1.5 To support maintenance of the councils route optimisation software, including assisting in uploading new collection and property details.
- 1.6 Keep up to date with changes in fleet-related compliance and licensing standards by supporting communication efforts across relevant departments.

- 1.7 Coordinate route risk assessments and ensure paperwork is reviewed and filed appropriately; support supervisors in keeping assessments current.
- 1.8 Support flexible working operations, including rota preparation and record keeping for bank holidays, adverse weather, and seasonal operations.
- 1.9 Assist with the recording and monitoring of driver hours, rest breaks, and working time directive compliance using internal systems.
- 1.10 Undertake routine licence and CPC checks, ensuring records are up to date and alerts for renewals or expiries are issued in a timely manner.
- 1.11 Coordinate fuel ordering and maintain delivery and stock records.
- 1.12 Assist in planning routine fleet servicing and MOT scheduling by liaising with workshops and updating maintenance logs.
- 1.13 Support the defect reporting process by maintaining accurate records and escalating serious defects to the relevant supervisors.
- 1.14 Ensure compliance documentation, inspection records, and other fleet management paperwork is correctly filed, digitised, and available for audits.
- 1.15 Provide administrative support to the Workshop Foreman and Fitters, including parts ordering, job card processing, and service schedule updates.
- 1.16 Assist with vehicle hire coordination and simple procurement tasks in line with budget guidelines, including maintaining hire records.
- 1.17 Support accident and insurance documentation by recording incident reports, maintaining logs, and preparing supporting information for management review.
- 1.18 Maintain records within route optimisation software and assist in basic data entry and updates as directed by the Transport Manager.
- 1.19 Utilise IT systems and databases to perform administrative functions efficiently and provide support to colleagues in basic system use.
- 1.20 Support taxi inspection scheduling and booking processes in line with Council procedures and help monitor compliance data.
- 1.21 Provide general support to Waste and Cleansing Officers, including cover for leave or absence.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Respond professionally and courteously to enquiries from colleagues, suppliers, and the public.

- 2.2 Promote and comply with Health and Safety policies and procedures in all tasks.
- 2.3 Carry out any other reasonable administrative duties as requested by your manager in line with your role and capabilities.
- 2.4 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

Support monitoring of fleet repair and breakdown expenditure by recording invoices and assisting in budget tracking as directed.

5. RESPONSIBILITY FOR ASSETS AND DATA

Maintain accurate records and data associated with fleet operations. Support risk management efforts by ensuring key documentation is up to date.

6. EXTENT OF PUBLIC CONTACT

Occasional contact with suppliers and the public in a support capacity, particularly relating to booking or documentation requests.

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Rugby Borough Council waste service depot

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection

Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Fleet Support Administrator

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience in administrative support, preferably in a transport, fleet, or logistics environment	E	A, I
Experience using Microsoft Office (Outlook, Excel, Word) and database systems	E	A, I
Basic understanding of vehicle maintenance processes and fleet operations	E	A, I
Awareness of health and safety in the workplace	E	A, I
Excellent organisational and time management skills	E	A, I
Strong communication skills, both written and verbal	E	A, I
Ability to manage data entry with high accuracy	E	A, I
Able to prioritise tasks and meet deadlines	E	A, I
Able to work collaboratively with internal teams and external suppliers	E	A, I, R
Willingness to work occasional unsocial hours (e.g. early starts, bank holidays) as part of operational support	E	A, I
Full valid UK Driving Licence	E	A, I, D
A commitment to work within our CAN DO values	E	A, I
Ability to support training coordination and document preparation	D	A, I
Awareness of environmental and sustainability goals related to transport operations	D	A, I
Knowledge of the Operator's Licence requirements	D	A, I
Understanding of working time directive and driver hours legislation	D	A, I
Experience working with fleet or maintenance software	D	A, I
Ability to interpret and apply basic compliance guidelines	D	A, I
Experience with vehicle service scheduling or licensing processes	D	A, I
Hold valid CPC or willingness to obtain qualification	D	A, I, D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D