



## JOB DESCRIPTION

### *This is a Key Safety Critical Post*

**Job Title:** Fleet Engineering Support Manager

**Team:** Fleet

**Location:** York, Heaton, Crofton, & On Train

**Reports to:** Head of Engineering

#### **Purpose of Role**

The Fleet Engineering Support Manager will manage and sign off the technical processes within Grand Central's fleet office and will be responsible for the technical interface between Grand Central and its contractors and suppliers.

The role is responsible for ensuring the continued use of safety approved documentation which ensures that GC operate a safe railway

#### **Principle Accountabilities**

- Ensure VMO's and VMI's and other technical documents used for maintenance of Grand Central rolling stock are appropriate, well written, of good standard and used appropriately.
- Ensure GC fleet maintenance and safety standards are clearly understood by suppliers of maintenance services, materials and technical support.
- Understand, review and recommend solutions for faults and incidents captured through day to day running & maintenance activities.
- Undertake and manage joint investigations with appropriate parties in relation to fleet as required.
- Write business cases for changes to processes and maintenance requirements in order to reduce risk
- Produce statistics and KPIs on fleet (i.e. reliability, technical casualties (MTIN), delay minutes, repeat defects, fuel consumption and material usage).
- Manage processes for National Incident Reports (NIR), Safety Related Defects (SRDs), Technical Queries, Engineering Change, modifications and Special Checks.
- Input data into Equinox as required and ensure that the information input by suppliers is accurate and kept up to date.

BRILLIANT BASICS

HUMAN TOUCH

STRAIGHT-FORWARD  
VALUE

BELIEF IN  
BETTER

MAKE IT  
MEMORABLE

- Represent Grand Central on any cross-industry fleet initiatives or projects (i.e. User Groups) as and when directed by the Head of Engineering.
- Produce and drive forward fleet improvement plans to drive reliability upwards and drive costs down.
- Undertake in-process inspections, investigations and audits as and when directed by the Head of Engineering.
- Maintain the technical library in the GC fleet office and issue controlled documents to suppliers as and when required.
- Undertake fleet on-call duties.
- Ensure that safety is paramount at all times

### **Decision Making Authority**

- Make decisions/recommendations on next courses of action following investigations
- Final sign off for technical documents
- Financial and decision making authority as delegated by the Head of Engineering, and in line with company policies and procedures.

### **Qualification, Experience and Knowledge Required**

- Hold, (or qualified by experience) a recognised technical qualification in Engineering e.g. HNC/HND.
- Significant experience of making strategic technical decisions relating to fleet to ensure risk is managed
- Significant experience and ability to write reports, procedures and technical maintenance documents
- Ability to undertake audits and investigations
- Ability to review, analyse, interrogate technical report
- Good understanding of rail industry safety protocol
- Good understanding of Class 180's
- Good interpersonal skills, trustworthy and able to influence others
- Good organisation skills and ability to focus on details
- Computer literate and good working knowledge of Microsoft packages and bespoke systems
- Able to cope under pressure and undertake a variety of work as required by a small organisation.

