



JOB DESCRIPTION

Job Title: **Depot Manager**

Reports to: **Operations Manager**

Location: **Bristol**

Date: **July 2020**

Job Purpose

Health, safety, environment and full legislative compliance are paramount in the smooth efficient running of all GTM Depots. As one of our Depot Managers it will be your responsibility to manage all the functions of the depot from staffing and customer relationships to transport and management of Chapter 8 equipment and signage. Ultimately, you will be responsible for the safety, success and profitability of the Depot.

Key Result Areas

- Ensure all TM activity is to the highest standard and legislatively compliant
- Effect maximum productivity through optimum utilisation of plant, equipment, resources and fuel efficiencies
- Proactively manage existing clients whilst ensuring all revenue streams are captured and invoiced correctly
- Work with senior management to develop strategy and ultimately increase profitability and client base
- Validate weekly P&L ensuring all sales and costs are captured within the period
- Ensure all TM activity is fully compliant through site inspections and remote audits via internal GARD System.
- Oversee all day-to-day activities of the Depot
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- Engage with get involved with all operations working closely with the Assistant Depot Manager, Rental Administrator ensuring working time directives are met
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- Oversee and get involved in all paperwork activities working closely with the Foreman / Rental Manager and Back Office Support
- Support the Foreman / Depot Manager in directing a team of TM Operatives ensuring a high standard of work is maintained
- Ensuring that business KPI's and Profitability are achieved and/ or exceeded.
- Maintain / improve operational efficiency, cost and service levels, ensuring operational compliance
- Seeking ways to minimise operational costs through review of P&L sheets
- Oversee current and planned workloads to ensure full resource utilisation
- Liaise with Sales to improve customer service and in identifying new revenue streams

- Attend client meetings to ensure all SHEQ legislation and Highways Agency COPs are adhered to
- Pricing of Traffic Management Schemes
- Ensure team are motivated and have the skills / capabilities to meet evolving business needs
- Treat personnel consistently and fairly ensuring that safe and secure working practices are adhered to
- Ensuring that the operations meet all Health & Safety Environmental requirements and any other relevant legislation
- Carry out site and depot inspections in line with the company and/ or client requirements
- Work closely with the / National Operations Manager with the recruitment of staff and ensuring all members of staff receive the appropriate training.
- Produce and deliver Briefings to update staff on Compliance, GTM performance
- Dealing with any performance issues following company disciplinary procedures when necessary
- Maintain effective communications within the Depot and with other departments

Key Result Areas Continued

- Continually look for improvements which could increase productivity and efficiency
- Ensure all vehicles are prepared and maintained in line with company and legal requirements
- Work closely with other departments utilising all staff to maximise effectiveness

Behavioural Aspects

- Must be able to work as an individual or part of a team
- Self organisation and prioritising – job holder should demonstrate the ability to organise their work in such a way that tasks are completed accurately and on time
- Record keeping – job holder should be able to demonstrate records of work undertaken and completed as well as work in progress
- Use of work tools – job holder should demonstrate competence using all work tools
- Initiative and confidence – job holder should be able to demonstrate a willingness to contribute new ideas to improve things and should be able to determine when to refer a matter to someone else or whether to deal with it themselves
- Must be physically strong and able to work in adverse weather conditions
- Must have a 'Can do Attitude'

Experience and Qualifications

- Lantra 12A, B, C and D, 002, 010
- Preferably Lantra LTMO or TSCO



- Full clean driving license
- Experience in reading and relaying information on Utility Drawings
- Auditing experience or training qualifications an advantage
- Must have a 'Can do attitude'

At GTM, we are always looking for people who can help us deliver exceptional service to our clients and customers. We carry out a wide range of activities in a variety of sectors, so careers with us offer plenty of opportunity for progression.

We believe in long term investment in our employees, including training, development programmes and development. We are committed to recruiting from every community regardless of gender, age, race, disability, sexual orientation or social background.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.