

job description



Position title	Assistant Contract Manager
Date	26 th August 2025
Line Manager title	Contract Manager
Grade	10

Purpose

To manage the fleet of vehicles and drivers that service the Calderdale Contract including fleet compliance and managing drivers ensuring that compliance is maintained to a high standard.

Key responsibilities

To assist the Contract Manager in the following:

- Review the performance of all drivers
- Manage drivers hours and observe the number of hours employees work and ensure that appropriate breaks are taken
- Manage the transport manager duties required on the contract
- Review fleet compliance including managing vehicle servicing and vehicle downtime
- Investigating vehicle damage looking at trends
- Ensure Contract requirements are met with regards to vehicle availability
- Work with our in house workshop to ensure servicing and MOTs are booked in and any damages investigated accordingly
- Liaising with suppliers with regards to maintaining the fleet
- Career management and development of staff
- Implementation of disciplinary procedure as and when necessary
- Have an open-door policy and encourage your team to talk to you about any issues they may have
- Respond to team members if they approach you with any issues, ideas or customer complaints
- Attend regular review meetings
- Identify and anticipate needs
- Ensure maximum efficiency is applied to the operation
- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community
- Any other duties that are reasonably requested within the scope of the job role
- Working in a fast changing environment

Behaviours

Clearly demonstrates the global SUEZ leadership behaviours of Shape the future, Make it happen, Collaborate to elevate, Unleash the potential of our people by demonstrating,

- Visionary Leadership: Demonstrates a clear vision for the department's future and inspires others to align with and work towards that vision.
- Strategic Thinking: Makes decisions with the long-term goals of the department and organisation in mind.
- Effective Communication: Communicates clearly, openly, and transparently with team members, superiors, and other stakeholders.
- Active Listening: Actively listens to the concerns and ideas of team members, fostering a culture of open communication.
- Team Collaboration: Promotes a collaborative and inclusive team environment, encouraging teamwork and mutual support.
- Talent Development: Invests in the development of team members, fostering a culture of continuous learning and growth.
- Decisiveness: Makes timely and well-informed decisions, considering the best interests of the department and organisation.
- Accountability: Takes responsibility for decisions and outcomes, both successes and failures.
- Creativity: Encourages creative thinking and innovative problem-solving within the department.
- Stakeholder Management: Builds and maintains positive relationships with internal and external stakeholders, promoting collaboration and partnership.
- Conflict Resolution: Addresses conflicts within the team or with other departments promptly and constructively.
- Integrity: Acts with integrity and ethical conduct, serving as a role model for the department and organisation.
- Fairness: Demonstrates fairness in decision-making and treatment of team members.

Knowledge

- Good level of education 3
- Previous experience in a waste environment 4
- Have dealings previously in health and safety matters 5
- Hold a national/international CPC in road haulage 5
- Previous experience managing a large fleet 5
- An experienced manager of a team 5

Specific candidate requirements

Candidates must have a proven track record of managing a large fleet of vehicles and experience of managing a large number of drivers.

Be able to deal with change and deliver that change to the wider team and embrace the changes needed.

Must be a team player to enable the team to achieve the overall goal.

Qualifications

Candidates must hold the required qualifications below:

National/International CPC with experience in managing a large fleet

Trained to a minimum IOSH level

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.