



Department of Infrastructure

Job Description

Post:	Bus Engineering Officer
Division:	Public Transport
Grade:	D 200
Responsible To:	Bus Maintenance Manager
Direct Reports:	None
Job Purpose:	To assist in the efficient operation of the Public Transport bus and ancillary vehicle fleets. To maintain current, consistent and accurate records for the Engineering Function within Public Transport Division.

Main Duties:

1. Co-ordinate and administer an effective service schedule system for all DCCL vehicles and plant. 150+ assets
2. Recording and monitoring of vehicle compliance inclusive of defect reporting and rectification, servicing (inclusive of tail lift for LOLLER compliance)
3. Produce and issue computer generated job cards and service schedules.
4. Recording and monitoring of annual MOT certificates & production of statistical reports.
5. Maintaining various filing systems.
6. Recording staff annual leave spreadsheet
7. Input and maintain the Department's Fleet Management computer system records.
8. Undertake relevant training as and when required.
9. Assist in the administration of driver defect reports including the issue of cards, inputting information into the database and action reports that require attention.
10. Assist where necessary with the implementation, development and ongoing operation of the requisition and purchasing through the Fleetwave system.
11. Such other duties relevant to the grade as may be allocated from time to time.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Qualifications		
GCSE Maths & English Language Grade A* - C (9 - 4) or equivalent.	E	CV / Pre-employment Checks
Experience & Capability		
Previous experience in an administrative, clerical, customer service or office support role.	D	CV / Interview
Confident user of Microsoft Office applications, including Word, Excel, Outlook and Teams, with the ability to learn new systems	E	CV / Interview
Ability to prioritise workload, manage competing demands and meet deadlines.	E	CV / Interview
Clear and professional written and verbal communication skills, including handling telephone, email and face-to-face enquiries.	E	CV / Interview
Strong attention to detail, with the ability to maintain accurate records, process information and produce documents to a good standard.	E	Interview
Understanding of confidentiality, data protection and the importance of handling sensitive information appropriately.	E	Interview
Positive, adaptable and willing to support a range of administrative duties as priorities change	E	Interview
Efficient forward planning & organisational skills. Ability to manage time/prioritise	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Trusts and is trusted	E	Interview
Has positive energy and drive	D	Interview

Other requirements		
Isle of Man Worker	D	Application