



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**

MAKE A DIFFERENCE. BE THE DIFFERENCE.

**FLEET AND EQUIPMENT MANAGER
TWO YEARS FIXED TERM CONTRACT**

**PREVENT
PROTECT
RESPOND**

A message from our **Chief Fire Officer**



Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.

Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.

Matthew Warren

A handwritten signature in black ink, appearing to read 'Matthew Warren', written in a cursive style.

Chief Fire Officer

Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.

Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.

If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.

What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

Prevent

We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.

Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.

Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.





Department: Operational Support

Reports to: Head of Assets

Holds management Responsibilities

Responsible for the delivery of the fleet and equipment group. The Fleet and Equipment manager is the link between the Head of Assets and the teams and will ensure that all vehicles and equipment are maintained and repaired to the appropriate standards in accordance with both external regulation and internal service procedures ensuring full legality and compliance in a manner that maximises 'value for money'. The role will also be involved in procurement of replacement vehicles in line with the Fleet Strategy, CRMP and our financial and procurement plans.

Main Responsibilities

To effectively manage and optimise the Fleet & Equipment Workshops and staff in the delivery of their operations to ensure compliance with all relative or appropriate regulation, legislation and industry 'best practice' Use technology and systems to review processes and implement changes to improve visibility, efficiencies and delivery across the department.

Line manages the Service and Maintenance' Hub team, Equipment Technicians, Courier, stores and Administrator to ensure compliance with policies and procedures to deliver a consistently high standard of asset management and service provision. management duties- sickness, induction/recruitment, attendance, capability, disciplinary, maintaining OOH support rota (where cover required be part of the rota), identify training needs etc).

Assist in the development of CFRS Fleet and Equipment policies, procedures and strategies that apply to the utilisation and maintenance of assets to establish common practices. Use effective communication techniques for service wide comms.

To establish, implement and maintain effective procedures supporting the Asset Management Systems including day-to-day financial administration and administrative planning for the workshops. To undertake project tasks or more specialised administrative work relating to the department i.e. specifications, allocation and capital purchases/replacement programmes.

To manage the collection, maintenance and integrity of data within Asset Management Systems and ensure the timely and accurate provision of information, including the preparation of key performance indicators and service level agreements as required.





Promote best practise and continuous improvement regarding fleet and equipment assets management across CFRS to ensure the service key objectives are delivered.

Act as the nominated departmental representative for various CFRS initiatives as required and as relevant to the role, to include attendance at national, regional or local meetings and working groups. Initiate, lead or support any relevant project work and/or process improvements which may arise as a result.

Assume overall responsibility for Health & Safety within the Workshops, maintaining COSHH and Risk Assessments records and by ensuring all engineering specific competencies are maintained and aligned to the training plan.

Provide expert knowledge, advice and support to others within the Service, or to external parties regarding the Service. Liaise, consult and build meaningful relationships with Service stakeholders, Stations and Groups to provide a customer – focused delivery of maintenance and improvement works. Produce intelligence that shapes the plans for future fleet work.

To manage day-to-day revenue budgets identifying opportunities to work more effectively and efficiently to support value for money

Cover for other team members or Head of Assets when required, in accordance with skill set. Contribute to NFCC national forums.





CORPORATE ACCOUNTABILITIES (applicable to all personnel)

Equality, Diversity and Inclusion & Safeguarding

- Support and promote the Service's statement, policies and procedures on Safeguarding, Equality, Diversity and Inclusion in employment and service delivery.

Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

OTHER GENERAL REQUIREMENTS OF THE JOB

CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.



PERSON SPECIFICATION:



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	NVQ Level 3 or Above in relevant industry qualifications e.g. C&G Heavy Vehicle and Service Technician City and Guilds Motor Vehicle Technology City and Guilds Airwave City & Guilds or higher in Fleet maintenance	X		Application form
	Certificate of Professional Competence (CPC)	X		Application form
	IOSH or Equivalent		X	Application form
	CMI/ ILM or equivalent		X	Application form
KNOWLEDGE	Knowledge of vehicle maintenance, including regular inspections requirements, repairs, and record-keeping in a workshop environment	X		Application form AND/OR selection process
	Understanding of statutory compliance requirements for service and vehicle maintenance.	X		Application form AND/OR selection process
	Understanding of statutory compliance requirements for Fire and Rescue Services and vehicle maintenance.		X	Application form AND/OR selection process
	Knowledge of the principles of financial management with the ability to effectively forecast and monitor expenditure to keep within set budgets	X		Application form AND/OR selection process
	Understanding procurement regulations in the public sector		X	Application form AND/OR selection process
	Sound understanding of Health & Safety requirements within the w/shops environment		X	Application form AND/OR selection process



PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Demonstrable written and verbal communication skills to a range of audiences	X		Application form AND/OR selection process
	Lead and develop people to achieve results	X		Application form AND/OR selection process
	Ability to work to deadlines and organise priorities effectively	X		Application form AND/OR selection process
	knowledge of Microsoft applications like SharePoint, outlook, excel	X		Application form AND/OR selection process
EXPERIENCE	Leading a team effectively as a manager/ supervisor level in a fleet workshop or similar environment. Experience is managing a service function which requires maintenance 24/7.	X		Application form AND/OR selection process
	Experience of effectively managing budgets	X		Application form AND/OR selection process
	Experience of sector procurement	X		Application form AND/OR selection process
	Experience of delivering sustainable estate / fleet strategies		X	Application form AND/OR selection process
	Overseeing the effective delivery of contracts of goods and services		X	Application form AND/OR selection process
GENERAL	Flexible approach with the ability to travel throughout the County to carryout requirements of job, potentially at short notice*	X		Selection process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Pre-employment checks
	Understanding of and commitment to Equality & Inclusion in the workplace	X		Evidence in interview

*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

Terms & Conditions



The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

Location

The successful applicant will be based in Dogsthorpe, Peterborough but will be required to travel to other sites in Cambridgeshire and out of County.

Salary

£51,092 pa plus excellent benefits

Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

Type of Contract

Two Year Fixed Term

Hours

37 hours per week

A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

Probation Period

There is usually a probationary period of 6 months

Offer Subject to

Completion of Medical Questionnaire/Medical Examination.

Receipt of references satisfactory to the Authority.

Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)

Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check



Terms & Conditions cont.



Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 28 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.



Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

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