

Job Specification

1. Post

Post:	Depot Foreman
Depot / Department:	Bristol
Ref:	GPL/GP66
Salary:	Dependent on experience / competitive

2. Supervisory Responsibilities / Position in Structure

Responsible To:	Service Manager
Liaising With:	Depot Staff Service Engineers, Storeman, Depot/Head Office staff and Management Team

3. Main Function of Job (Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required)

- To support the Service Manager in the smooth and efficient running of the depot service function
- To ensure availability and high quality of service and equipment
- Ensure complete customer satisfaction

4. Main Duties (Brief description)

- Liaise with the hire desk and process picking lists to allocate generators and ancillary equipment for hire
- Ensure Equipment is serviced and ready for delivery to customer
- Ensure processed picking lists are returned to the hire desk in a timely manner
- Liaise with Storeman on a daily basis for workshop parts requirements
- Process collection notes, booking in of equipment on Inspire ensuring all damages and shortages are notified
- Supervise general housekeeping to ensure work areas and yards are tidy
- Safeguard all Company assets; nothing leaves the depot without correct paperwork
- Support allocation of new fleet, modification and disposal
- Assist with fleet audits

- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies
- Treat all other employees and all our customers professionally and with respect
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute
- Always work in a responsible manner to ensure safe working practices. Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications
- Proactively contribute to the company's policy of continuous improvement
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team

5. Requirements to Carry Out Job

Essential or Desirable Requirement (E / D)	Essential	Desirable
Qualifications Required:		
<ul style="list-style-type: none"> • High school or equivalent • Fork lift licence • ADR • CPC • HIAB 	E	D D D D
Experience / Skills Required:		
<ul style="list-style-type: none"> • Experience of working on/with generators/plant equipment/heavy engineering (or similar) • Experience with Microsoft Office/IT 	E E	
Specialist Training Required:		
N/A		
Personal Characteristics / Attributes Required:		
<ul style="list-style-type: none"> • Leadership skills • Good communication skills and the ability to connect naturally with people • Ability to ensure the work gets done in a timely and effective manner • Work well on own initiative and as part of a team • Ability to follow Company policy and procedures • Ability to understand and implement written and verbal instruction • Self-motivation 	E E E E E E E	

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Power**

6. Special Terms

Special conditions e.g. working with hazardous substances, equipment, animals etc.:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
If you are interested in the above position, please send a copy of your CV to:	vacancies@generator-power.co.uk

