

JOB SPECIFICATION

1. POST

Post:	DEPOT SUPERVISOR
Depot / Department:	BOWBURN DEPOT
Ref:	GPL/GP137
Salary:	DEPENDENT ON EXPERIENCE/COMPETITIVE

2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

Responsible to:	David Hague – National Service Manager
Liaising With:	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 control and ensure the smooth and efficient running of the depot within the overall company service function.
- To ensure good availability and high quality of service and equipment.
- Ensure complete customer satisfaction.

4. MAIN DUTIES (brief description)

Duties/Responsibilities

- Liaise with the hire desk and ensure that process is followed with timely controlled Picking lists to correctly allocate generators and ancillary equipment for hire.
- Carry out planned service and maintenance work on both hire fleet and customers equipment in an efficient and well thought out manner.
- Allocate Picking lists to Engineers.
- Process Engineers' timesheets, ensuring time claimed is correct and matching up with relevant job sheets.
- Ensure that staff's job sheets are legible, clear in description, time on and off site noted and that signatures are obtained on site.
- Control and process holiday forms, self-certification absence paperwork, etc.
- Ensure good fault diagnosis is undertaken within location and rectification to hire fleet and customers equipment.
- Ensure excellent preparation of equipment to be made available for hire.
- Installation and disconnection of equipment on site. (Synchronising where required)
- Loading and unloading of vehicles safely.
- Organise the duty call out rota system.
- Liaise with centralised Storeman for workshop parts requirements when necessary.
- Control workflow of repairs where needed with the Manager of the Major Repair Workshop.
- Process collection notes, booking in of equipment on InspHire ensuring all damages and shortages are notified.
- Supervise general housekeeping to ensure all work areas and yards are kept tidy.
- Safeguard all Company assets; ensuring nothing leaves the depot without correct paperwork being issued.
- Support allocation of new fleet, modification and disposal.
- Assist with fleet audits.
- Consider and organise staff training dependent on skill levels required for local staff

5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement (E/D)	E	D
Qualifications/Skills required:		
<ul style="list-style-type: none"> GCSE High school or equivalent. Plant/Mechanical engineering qualifications <hr/> <ul style="list-style-type: none"> Fork Lift Truck Licence 	E E	D
Experience required:		
<ul style="list-style-type: none"> Experience on generators/plant equipment/heavy engineering (or similar) Supervisor Experience 	E	
Specialist training required:		
N/A		N/A
Personal characteristics/Attributes required:		
<ul style="list-style-type: none"> Must be flexible as the job may involve unsociable hours Good communication skills and the ability to connect naturally with people Work well on own initiative and as part of a team Ability to ensure the work gets done in a timely and effective manner 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	

6. SPECIAL TERMS

Special conditions e.g. working with hazardous substances, equipment, animals etc:	Yes
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.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:	Vacanciesgenerator-power.co.uk
--	--

CLOSING DATE:	16th March 2018
----------------------	------------------------