

Job Description Site Supervisor

Position:	Site Supervisor
Reporting to:	Contract Manager
Salary:	£41K per annum
Location:	Reading Campus International Basingstoke Road Reading RG2 6DA
Hours:	8am-5pm, with a 1-hour unpaid lunch break
Days:	Monday to Friday

Hemlow Ltd are a Mechanical & Electrical Maintenance Company, with our head office in Sevenoaks, Kent and offices in Slough and Birmingham. Our engineers carry out maintenance across the south of England and into the Midlands.

We are currently looking for a Site Supervisor to take over the day to day running of a large commercial multi man site in Reading. The position is the first step into a management role, who will be responsible for running a team of engineers, liaising with the onsite clients, delegation of and closing work as required through eLogbook's and onsite curisoity system.

Any applicant must have good man management, communication client facing skills, be conversant with eLogbook's and highly driven for customer satisfaction.

Key Responsibilities:

- Respond to client requests and attend meetings when required gaining client confidence.
- Manage the engineers under your supervision.
- Arrange sub-contractor PPM visits and advise the Site Manager and Contracts Manager.
- Manage sub-contractors' visits and paperwork.
- Ensure sub-contractors leave the building and plant areas clean and tidy.
- Ensure all reports are completed and submitted as required.

- Assist line manager with contractual targets, site visits, service visits and repairs being carried out.
- Operate and conform to office/company systems.
- Attend regular monthly managers meeting.
- Ensure that your teams paperwork reaches the office as requested and to the deadlines set. This includes your own.
- Ensure that sub-contractors used on your sites are carrying out work in accordance with company instructions.
- Be available to attend internal and external meetings.
- Understand the various office systems.
- Be responsible for clear and accurate reporting to your line Manager.
- Ensure overtime is carried out in accordance with company instructions.
- Supervising over-time when requested.
- Arrange site cover during your engineer's annual leave and sickness periods.
- Ensure all logbooks/eLogbook's accounts are correctly filled in on all the sites you are responsible for.
- Make sure plant rooms and other areas used by Hemlow are clean and tidy.
- Attend scheduled company training; internally and externally.

Complete:

- Periodic audits of the site logbooks systems to include for electronic versions Matrix.

Report:

- Any H.R issues to your line manager.

Provide:

- All sales/financial queries to be directed to line Manager.
- Clear and accurate reporting to your line Manager or office.

Represent the Company by:

- Always Protecting the Company's interests.
- Leading by example.
- Ensuring your appearance and manner appropriately represent the company and those of the engineers you are responsible for.
- Ensure all duties conform to the Hemlow Health and Safety policy and handbook guidelines.

Company Benefits:

- At Hemlow we know your time is valuable, therefore should any overtime be carried out, it will be paid at a flat rate of time and 2/3 to a maximum of £28.00ph.
- In addition, expenses paid for any out-of-pocket expenses incurred.
- Hand tools will need to be supplied by yourself; however, we will provide you with any specialist tools you may need.
- We will also provide you with a company mobile and tablet for business use.
- You will receive 20 days holiday rising per year up to a maximum of 25 days.
- You will automatically be enrolled into the pension auto-enrolment scheme.
- The health and wellbeing of our employees is of great importance to us. Private healthcare options are available following minimum employment periods.
- We offer a generous sick pay package following minimum employment periods.
- Enjoy social events including company away days with colleagues, friends & family.

Conditions

The candidate will need to complete a 6-month probationary period

*Note: This role is subject to DBS Clearance and proof of the right to work in the UK

To apply, please fill out the form on the relevant job role page on our website. We look forward to receiving your application.