

Role profile

Job title	Supervisor (Foreman)	Reference ID: W12772
Location	Leigh	
Reporting to	Project Manager/Engineer	

Purpose statement

To allocate and supervise the work of the site operatives. To manage all site resources to ensure that each project is delivered in a timely manner in accordance with the site programme, health & safety and quality procedures.

Key accountabilities

Financial/Commercial

- Ensure plant and tools are managed effectively to minimise idle time and off hire as appropriate.
- Evolve and agree order of work within overall programme and control its progress
- Provide information for cost variation investigations and ensure variation work does not proceed without the correct authorisation process
- Record weekly progress and monitor against programme to identify any potential deviations in order that agreed programme is met
- Requisition and progress supply of necessary equipment and materials to other operatives when required
- Maintain day to day liaison and review programme of work with main contractor, other subcontractors and line manager
- Inspect the work of other subcontractors for quality, progress and satisfactory completion
- Verify bookings on time and job cards and despatch them promptly to the office
- Notify office/line manager of impending delays to progress which may give rise to a claim, including establishing reasons for delays and or disruption
- Preparation of 2nd take offs for bulk ordering
- Monitor labour and materials to enable maximum productivity
- Ensure all installed drawings are recorded accurately
- Ensure all weekly/monthly returns are submitted to the office in a timely manner, specifically timesheets, GRNs, off hire notes and deficiency reports

People

- Forecast labour requirements
- Assign tasks to those with supervisory responsibilities and other operatives under his direct control
- Decide methods to be used for individual operations and instruct operatives accordingly
- Supervise training of apprentices assigned under their control

- Ensure appraisals of site labour force are carried out and returned to labour manager at the end of each project
- Attend site meetings as required

Customer Satisfaction

- Ensure compliance and quality of all work including drawings and specifications, whether executed by own operatives or sub contractors
- Ensure all work up to and including handover is undertaken in a safe, professional, tidy and timely manner
- Snag the installation on an ongoing basis so that the installation is free of defects at practical completion

Health & Safety

- Ensure compliance with the Health & Safety manual policies, procedures at all times but with specific reference to the following:
 - Safe methods of working
 - Site inductions
 - CSCS cards
 - Method statements and risk assessments
 - Permit to Work
 - Tool Box Talks
 - Accident reporting
 - Visual inspections of site for hazards

Corporate Policy/Procedure

- Implement and maintain Lorne Stewart values
- Conduct ethical and equitable business practice in line with these values
- Implement all relevant and appropriate company policies and procedures
- Ensure that other operatives take all reasonable steps to safeguard and generally maintain employers tools and materials
- Ensure company instructions and standards of discipline and workmanship are maintained on site
- Ensure the conditions of the national agreement and other conditions of employment are complied with.

Technical skills / Knowledge

- Computer literate or willing to train as required by the role
- NVQ level 3 Building Services Supervision accreditation or equivalent
- A good general education is essential
- Attained the level of Authorised Person.
- An electrical qualification would be advantageous.
- Commercial Gas Qualification essential with domestic gas qualifications desirable.
- Current Skill card.

Person Specification

- Good verbal and written communication skills.
- Able to successfully manage client and user reports expectations including line manager
- Demonstrates effective leadership and motivational skills.
- Reliable and flexible with hours of work in order to meet the demands of the project
- Able to work effectively in a team
- Proactive and can work on own initiative.
- Able and willing to travel when required
- A qualified First Aider, or willing to train as one
- Technically qualified in their chosen discipline
- Logical and pays attention to detail

Closing date: 16th April 2019

If you are interested, please email your CV with the following reference number W12772 to human.resources@lornestewart.co.uk