**SELWOOD LTD**

**POSITION DESCRIPTION:**

**Installation Supervisor**

**DEPARTMENT:** Pump Rental Solutions

**LOCATION: Branch Location**

**POSITION PURPOSE:** To provide working supervisor support to the Pump Rental Solutions business unit ensuring a uniform delivery approach to all solutions and projects across the business network, meeting existing and future objectives and goals in line with our broader company strategy.

Responsible for the execution of projects, methodology and team supervision of all employees including sub-contractors, during on-site pumping installations, ensuring a culture of safety whilst delivery and high-quality service.

**RESPONSIBLE TO:** Installation Manager

**REGULAR CONTACTS:** Project Managers

Solutions Managers

Installations Managers

Installation Supervisors

Branch Managers

Sale Team Individuals

Installation Electricians

Project Schedulers

**MAIN RESPONSIBILITIES:**

* Promote and exercise the company’s mission statement and core values to deliver the required uniformed approach for our business strategy across the UK network.
* To supervise all aspects of the solution project from conception to completion in conjunction with the Solutions Team.
* Liaise with Installation Manager delivering up to date information on the installation progress and any potential problems and foreseeable issues.
* Carrying out on-site RAMS process, ensuring all on-site risks have been identified and stringent control measure have been put into place, with the methodology of the installation communicated to all site staff and customers at every stage, ensuring full comprehensive understanding from everyone receiving the RAMS briefings.
* Supervision of the day-to-day workload of the Installation Operatives, other Selwood staff, sub-contractors and third parties on site, until the job is completed.
* Train, develop and motivate direct reporting staff and ensure effective management of all Installation Operatives within the network.
* Have the confidence, knowledge, and experience to lead, and develop direct reports and indirect reporting individuals across our business network.
* Assist with the loading/unloading of vehicles, checking against the relevant paperwork, recording missing items, damages, and fuel charges.
* To deliver our internal and customers’ expectations regarding on-site safety.
* Ensure agreed customer KPI’s are met to the customer’s complete satisfaction.
* Provide feedback to Installation Manager of any safety concerns immediately.
* Communicate any changes of methodology to the Sales and/or Solutions Manager as changes occur.
* Advise our customer base and internal teams, to ensure a combined effort and that teamwork is achieved to deliver the best most efficient solutions and outcomes for the needs of our customer base.
* Establish and develop client interfaces, nurturing relationships and gaining trust and confidence in our products, the services we offer and the Selwood brand.
* Identify and recommend any innovative solutions and improvement processes to make our business offering, unique and attractive whilst making ourselves more efficient in the way we operate.
* Ensure we continually improve the QHSE standards we provide, focusing on best practice and a uniformed approach, enforcing, and adhered to all our internal and external procedural and legal requirements.
* Adhere to the company’s QHSE procedures at all times.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

* Previous demonstrable experience in a supervisor role, within a similar environment (water industry, construction, gas, or oil).
* Hold a SSSTS- Site Supervisor Safety Training Scheme, or other similar qualification.
* A compliant working knowledge of site Health & Safety.
* Must be a physically able individual due to the requirements of the role.
* Must have the aptitude to work on client sites, including construction, wastewater, and clean water.
* Willing to be hands on to ensure jobs are completed on time to the best quality.
* Establish relationships with the Installation Operatives and appropriate Selwood staff when facing a challenging situation, an ability to approach changing priorities with an open mind and positive attitude.
* A calm approach, to understand delays on site and be able to adapt approach accordingly.
* Must be flexible with their working hours and be available to be part of an ‘on call’ rota. This may include working late at short notice, if required to complete works on site.
* Must be willing to travel to jobs throughout the UK and on occasions work away from home.
* Full UK driving licence (no more than 6 points).

**Preferred:**

* NVQ Level 3 (or equivalent) in Site Supervision.
* IOSH Managing Safety.
* Forklift licence.
* CSCS card holder.
* National Water Hygiene Card.
* Confined space trained.

**Statutory Requirement:** Each employee must ensure that all tasks are carried out within the Company’s Health and Safety Policy, and any relevant Codes of Practice, including COSHH sheets and other instructions, to minimise risk to themselves and other personnel and that good housekeeping applies at all times.