**SELWOOD LTD**

**POSITION DESCRIPTION:**

**Electrical Qualified Supervisor (EQS)**

**LOCATION:** North/South

**POSITION PURPOSE:** Responsible for the planning and organising of the Electrical Service schedule and compliance for our electrical installations across the region. Responsible for auditing the Mobile Electrician’s installations to ensure they are compliant with all legal, regulatory, industry and company standards.

**RESPONSIBLE TO:** Northern/Southern Electrical Manager

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| **REGULAR CONTACTS:** | **External**  | SuppliersCustomersInternal teams & depots  |
| **Internal** | Managing DirectorTechnical Solutions Director Special Projects & Solutions DirectorDirector of Solutions & Electrical DevelopmentHead of Electrical Support & DevelopmentSHEQ Director & TeamRegional Operations ManagersRegional Sales & Operations TeamsFleet Support ManagersHR TeamBusiness Technology Department |

**MAIN RESPONSIBILITIES:**

* Ensure Electrical Testing Certification is completed accurately and in a timely manner by the Electrical Team and all certification is kept up to date and compliant with current BS7671 Wiring Regulations across all regions in the North/South of the UK.
* Ensure the Electrical Service Schedule for our on-hire fleet of electrical equipment is kept up to date across the regions.
* Attending various sites after installations are complete to audit and document the standards of the electrical work carried out to ensure it is compliant.
* Attending site installations with the mobile electrical team to ensure the work being carried out is to current regulations and providing guidance to the team to ensure the work is always being completed to the required standards.
* Assisting with the calibration of all electrical test equipment within the branch when required to ensure required quality standards are upheld with the maintenance of electrical equipment and site installation not covered by the Commissioning Electrician
* Working closely with the Electrical Supervisor to develop the skills of the electrical team in key areas.
* Proactively look for new training requirements due to changes in current legislation.
* To keep the Electrical manager informed and provide regular reports on matters including performance, safety, compliance, quality, and employee development.
* Champion company core values, mission statement and positive SHEQ behaviours and continuously embed these in the team. Set a professional example of good workmanship, management, and discipline.
* Ensure regular and effective communication of important information to the team including team meetings, briefings, and Toolbox Talk’s, i.e., new initiatives, changes to targets, safety bulletins, company news and recognition of achievement of company objectives.
* Connect, collaborate, and build strong relationships both within your team and across the organisations network to deliver objectives and continuous improvement.
* Implement and enforce quality, health, safety and environmental policies, procedures, safe systems of work, PPE, regulations, relevant legislation, regulations, and codes of practice. Ensure all aspects of work is performed safely, to a high level of quality and in compliance with required standards.
* Develop, maintain, and communicate risk assessments for work activities as appropriate, seeking input from the Electrical manager, electrical team and SHEQ
* Ensure accurate and timely recording of near misses, incidents, accidents, and quality issues, and promptly escalate concerns and issues to the Electrical Manager
* Ensure all necessary administration and records required for the control of work within the department is completed accurately and in a timely manner, in line with Company procedures and guidelines.
* Maintain confidentiality and observe data protection and associated guidelines.
* Participate in the managers standby and call out rota as required.
* Able to step in for the Electrical Supervisor to manage the Electrical team during any periods of absence from the business.

**QUALIFICATIONS & EXPERIENCE:**

Essential:

* NVQ Level 3 as a minimum
* ECS Gold Card – Approved Installation Electrician Status.
* City & Guilds 2391 or equivalent qualification.
* A comprehensive understanding of electrical health and safety regulations
* Ideally experience in a similar industry, preferably construction or the Water Industry
* A good level of computer literacy skills using Microsoft programs.
* Be comfortable working in a fast-paced, sometimes high-pressured environment as you will be planning, prioritising, and managing work and resources, whilst ensuring smooth operations and strong outputs, maximising profitability through efficiency and safety.
* Demonstrate excellent verbal and written communication, across all levels of the branch network.
* Be forward thinking whilst maintaining a methodical, attention to detail approach. Adaptable and flexible to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all.
* A good aptitude for problem solving and decision making, able to think outside the box, with a can-do attitude.
* Timely and accurate record keeping, ensuring attention to detail in all documentation required by the business and customers.
* A strong understanding of all SHEQ legal, regulatory and company requirements to uphold high levels of safety adhering to all safety legislation, ensuring staff and visitors are kept safe.
* Hold a full driving licence (no more than 6 points) and be willing to travel and stay away overnight as and when required.

Preferred:

* Experience as NICEIC Quality Supervisor.
* SSSTS - Site Supervisor Safety Training Scheme.
* IOSH Managing Safely.
* National Water Hygiene Card.
* Compex 01 -04.