**SELWOOD LTD**

**POSITION DESCRIPTION:**

**Installation Supervisor**

**DEPARTMENT:** Pump Rental Solutions

**LOCATION: Branch Location**

**POSITION PURPOSE:** The Installation Supervisor is the senior member of a two-person team carrying out installations and deinstallations of pumps, pipework and associated equipment at client sites.

The Installation Supervisor oversees the Installation Operative in the day-to-day project delivery, acting as a point of reference and expertise. The Installation Supervisor is responsible for the overall quality and safety of project delivery on-site, promoting a culture of safety whilst delivering a high-quality service.

The Installation Supervisor is a hands-on role with a significant amount of time spent working alongside the Installation operative.

**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:**

* Carry out installations and deinstallations of pumps, pipework and associated equipment, ensuring the safe, efficient and effective completion of installation projects.
* Ensure the safe installation of a range of pipework and associated fittings including Bauer fittings, large pipework (up to 800mm diameter steel pipe), hydraulic pump heads and manifolds.
* Identify and recommend innovative solutions and processes to make our business and customer offering, more unique and attractive and to make ourselves more efficient in the ways to complete installation.
* Work in conjunction with specialist sub-contractors, require completing the project in hand.
* To supervise all aspects of the installation project from conception to completion in conjunction with the Solutions Team.
* Safe supervision of the day-to-day operation of the Installation Operatives, other Selwood staff, sub-contractors and third parties on site, until the job is completed.
* Liaise with Installation Managers delivering up to date information on the installation progress and any potential problems and foreseeable issues.
* Carrying out on-site RAMS (Risk Assessment and Method Statement) 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.
* Train, develop and engage with direct reporting staff (one Installation Operative) and ensure positive, motivating, effective management and supervision.
* 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 accurately.
* To deliver our internal and customers’ expectations regarding on-site safety.
* Ensure agreed customer KPI’s are met to the customer’s complete satisfaction.
* 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.
* Provide feedback to Installation Manager of any safety concerns immediately.
* Ensure we continually improve the SHEQ standards we provide, focusing on best practice and a uniformed approach, enforcing, and adhered to all our internal and external procedural and legal requirements.
* Always adhere to the company’s SHEQ procedures.
* 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.

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:**

* NVQ Level 3 (or equivalent) in Site Supervision, or willing to work towards.
* 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:**

* 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.