



## SELWOOD LTD

### Electrical Repair Centre Supervisor

**LOCATION:** Liverpool Electrical Repair Centre

**POSITION PURPOSE:** Responsible for planning, organising, and prioritising the day-to-day repair centre tasks and the effective supervision and development of the electrical workshop teams, providing technical assistance and troubleshooting issues when necessary. To ensure the safe, efficient, effective, and timely delivery of high-quality inspection, maintenance, and repair services, which are compliant with all legal, regulatory, industry and company standards.

**RESPONSIBLE TO:** Electrical Repair Centre Manager

<b>REGULAR CONTACTS:</b>	External	Customers Training coordinators Contractors Suppliers
	Internal	Electrical asset and compliance Director Electrical Managers Branch Electricians Mobile Electricians SHEQ Team Fleet Support Managers Sales Teams Solution Managers All Departmental Managers Operational Managers HR Team

#### MAIN RESPONSIBILITIES:

##### Service delivery and performance

- To ensure effective planning, organisation, prioritising and scheduling of work, time, and resources to maximise productivity and deliver safe, compliant, quality, and timely workshop repair services to meet deadlines and required standard.
- The Electrical Repair Centre Supervisor is responsible for line managing a team of technicians with varying backgrounds including Electricians, mechanical engineers and panel repair engineers. Consisting of approx. 12 staff.
- To ensure all repairs are completed to the appropriate standards, checking measurements and readings, ensuring equipment is calibrated and all paperwork and quotes are accurate.
- Assisting with maintaining the internal calibration register, ensuring all certificates are up to date and any defective equipment is reported, replaced and registered.

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- Ensure clear, open, regular, and effective working relationships and channels of communication are maintained, working with the Electrical Repair Centre Manager, Office Manager, and Electrical Asset and Compliance Direct to maximize availability and utilisation of pumping equipment and ancillary equipment within northern/ southern regions, and ensure prompt resolution of issues.
- To keep the Electrical Repair Centre 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.
- With support from the Electrical Repair Centre Manager, recruit competent team members and ensure they are appropriately inducted and able to perform their role successfully.
- To effectively manage, supervise and motivate team members to maximise productivity and achieve quality results. Proactively manage employee development, identifying skills gaps and ensuring all team members are appropriately trained and competent to perform their duties safely and effectively throughout their employment.
- To liaise with and advise the Electrical Repair Centre Manager in matters relating to the development and training for team members.
- Proactively manage absence and performance, including setting SMART objectives aligned to department goals, conducting team performance reviews, individual appraisals and regular 1:1s, promptly addressing any areas of underperformance.
- 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 Repair Centre Manager and SHEQ team.
- Ensure accurate and timely recording of near misses, incidents, accidents, and quality issues, and promptly escalate concerns and issues to the Electrical Repair Centre 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.

*The main responsibilities are outlined in this position description; however, this is not a definitive list, and you may be required to perform other tasks/ activities that may be necessary as the Company's commercial activities require.*

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## QUALIFICATIONS & EXPERIENCE:

- Electrical NVQ Level 3/ ECS Gold card.
- Proven experience working with ATEX equipment
- Experience of successfully managing an electrical function in a supervisor capacity, raising standards, maximising productivity quality, client service and demanding a strong health and safety culture. Ideally experience in a similar industry.
- Experience working as an electrician working with motors and control panels.
- A comprehensive understanding of electrical health and safety regulations.
- IOSH Managing Safely certificate.
- Computer literate. Have strong computer skills in Microsoft Office and Outlook.
- Able to motivate, engage and develop a team through training, mentoring, coaching, and be comfortable delivering timely feedback to highlight and address concerns and improve performance.
- 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.