**SELWOOD LTD**

**POSITION DESCRIPTION: Chargehand**

**LOCATION:** Branch

**POSITION PURPOSE:** The Chargehand will be responsible for supervising and guiding a team of pump fitters at their allocated branch/branches. Overseeing the day-to-day operations of the workshop and ensuring the efficient deployment and maintenance of all diesel pumps, reporting any issues to the Branch Manager. Assisting the Hire Manager with the smooth running of the hire desk, ensuring pumps coming in and out of the branch are in good working order to main our Selwood standards. Key player in maximising the utilisation of resources, materials and a equipment in line with branch budgets. Upholding a strong knowledge base on all Selwood pumps and giving timely and accurate advice to fitters as needed.

**RESPONSIBLE TO:** Branch Manager / Workshop Manager

**RESPONSIBLE FOR:** Team of Fitters and Forman across one or multiple branches

**REGULAR CONTACTS: External** Suppliers

**Internal**  Stores

Purchasing team

SHEQ team

HR team

Facilities team

Parts team

All branch staff including:

Foreman

Fitters

Branch Manager

Drivers

Hire Administrators, Controllers and Manager

Labourers

Yardperson

Supervisors

Workshop Manager

**MAIN RESPONSIBILITIES:**

* Directly supervise a team of pump fitter and foreman, providing guidance and support as needed.
* Engage, support, and manage the team in line with company policies and procedures to promote high productivity and growth within your team.
* Set training and development programmes for the fitting staff and, if approved, implement training whilst in liaison with the Learning and Development Team.
* Develop and maintain the workshop repair programme for maintenance & repair and allocate fitters to daily ‘Pre-Hire’ and ‘Post-Hire’ checks.

overhaul of hire fleet, sales and customers’ machines.

* Coordinate the timely deployment and collection of pumps to and from customer sites, ensuring adherence to schedules and customer requirements.
* Oversee the maintenance and repair of pumps, ensuring that equipment is kept in optimal condition for hire.
* Conduct regular inspections of pumps to ensure they meet safety standards and are in good working order before being dispatched to customers.
* Report proposals to the Hire Manager for modifications to machines or equipment.
* Ensure spares or material requirements are obtained at the best price and at the right time to ensure the work schedule is effective and does not fall behind schedule.
* Identify any problems relating to extensive costs or repetitive repairs to individual or groups of machines or equipment and report to Hire Manager and/or Branch Manager.
* Ensure all company property and equipment is maintained in line with company standards and the recommended manufacturers’ procedures to prevent any accident, injury or damage to any person or company property.
* Maintain accurate records and reports of pump deployment and maintenance activities.
* Maintain own work area is in a safe, clean, and tidy state and ensure fitters maintain their workstations in the same manner.
* Ensure all small tools or equipment used are kept in a good condition and any defects recorded and rectified.
* Comply, and ensure all fitters comply, with all PPE requirements in line with company Regulations.
* Managing internal ordering of parts required for the branch, ensuring sufficient stock levels to meet the demand of customers.
* Collaborate with other departments and external suppliers in professional manner to ensure smooth operations and excellent customer service.
* Support HR and other business areas with employee relations and people management.
* Regular communication with team using weekly toolbox talks to deliver key business messages, ensuring understanding and accurately recording attendance.
* Understand, promote, and demonstrate the company’s mission statement and core values, both physically and through personnel interactions.
* Understand, interpret, and work to the relevant instructions and technical information available. Maintain accurate and current knowledge of pumps and give advice to foreman on parts when required.
* If allocated a company vehicle, responsible for daily maintenance checks e.g. water/oil levels, clean lights and windscreen. Keeping the vehicle interior and exterior clean.
* Lead by example in demonstrating safe ways of working, ensuring full compliance with SHEQ guidelines in everything you do, in all activity in the workshop and on site. Acting quickly and consistently when poor H&S practises are witnessed by yourself or reported to you. Updating ASURE, our H&S system, when required.
* Recommend improvements to work methods, systems, procedures, and equipment likely to reduce waste and cost and ensure implementation of those improvements when approved.

*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:**

* **Recognised engineering and/or mechanical qualifications such as NVQ Level 3 in plant maintenance, engineering or mechanical manufacturing.**
* **Engineering and/or mechanical background.**
* **Previous experience in a similar role within the pump hire or related industry with technical knowledge of pumps and pumping systems.**
* **Working knowledge and understanding of Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).**
* **Strong leadership and supervisory skills, with the ability to motivate and manage a team effectively. Proven track record of raising the standards within a team.**
* Demonstrate the ability to give feedback to team members on a regular basis, to improve performance and highlight concerns.
* **Excellent communication and interpersonal skills.**
* **Comfortable working in a fast-paced, high-pressured environment as you will be balancing multiple workstreams, whilst also working with several different clients and build partners in parallel; ensuring smooth efficiency and strong output is achieved.**
* **Experience of successfully managing a team, being able to demonstrate strong leadership skills and the ability to develop, coach, motivate and engage a team. Connecting and collaborating intensively within your team and across the organisation.**
* **A leader with excellent communication and interpersonal skills, with the ability to listen and offer sound feedback. A vision for the business and the wider team, the ability to adapt and be decisive in a rapid pace environment.**
* **Ability and willingness to travel within and throughout the UK as and when necessary.**
* **A full UK driving licence is required for this position due to the role requiring the successful applicant traveling to and from multiple locations.**
* **Experience of leading and demanding a health & safety culture, driving, and creating an environment where good practices are a way of everyday life and total compliance is adhered to.**
* **Understanding of all SHEQ requirements to uphold high levels of safety adhering to all safety legislation, ensuring staff and visitors are kept safe.**

**Preferred:**

* **CITB National Construction College Certificate in Test and Inspection (includes the Thorough Examination of Plant).**
* **Additional technical certifications or training in pump operation and maintenance preferred.**
* **Basic IT competence to use programmes such as Jade and Microsoft Office.**