

Job Description

Job Title	Contracts Supervisor
Department	Regen
Location	Site-based throughout Scotland, travel as business needs require
Reporting to	Contracts Manager
Line Manager to	Regen Trades
Key Relationships	All Regen trades, Contracts Supervisors, Contracts Managers, Planned and Reactive Maintenance Manager, Regen Administration Department, H&S, HR, customers, clients, sub-contractors.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of the Role

Comply with the operational requirements of the Best Practice and Quality Procedures file to include, but not exclusively the following;

- Maintaining Site Records, daily labour and plant allocation sheets, site diaries, Health & Safety Inductions, Method, Risk & COSSH assessments, toolbox talks, scaffold/ladder/access inspections, material logs and all other records as required.
- Monitoring of Plant, equipment etc., its timely return, protection and security.
- Prepare progress information for weekly reports as requested by Management.
- Manage site strategy for Hazard Awareness and Risk Assessment to ensure compliance with Company Safety Policy, directives and instructions.
- Ensure up to date statutory mandatory and informational signage including standard notice board.
- Ensure compliance with the requirements of Company Environmental Policy.
- Commit to undertaking necessary external and internal training courses.
- Promote company image/brand including wearing appropriate dress, uniform, I.D, PPE.
- Check compliance with agreed specifications.
- Report and record complaints and queries and plan for closure/solutions.
- Comply with Quality Policy.
- Work closely with Senior Managers in various disciplines.
- Work closely with Customer Services Representatives (CLO's etc.)
- Maintain site files in accordance with standard filing structure.
- Manage strategy for storage of all necessary site materials and protection of installed fixtures, fittings and equipment.
- Provide accurate weekly timesheets.
- Provide mentoring support to trainees, work experience personnel, apprentices etc.
- Attend weekly and monthly progress meetings
- Carry out handover meetings with our clients
- Read Design Drawings to deliver project to client specifications

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Skills and Experience:

- Able to communicate and motivate site trades and subcontractors.
- Relevant site/contract management experience
- Able to implement recovery plans and manage and monitor progress therein.
- Experience in performance manage trades and subcontractors against quality, safety and programme targets.
- Can keep abreast of technological legislation and sociological changes and communicate to relevant personnel.
- Confident to use technology to program works, provide reports and keep good site records and data

Qualifications:

- CSCS Card Valid.
- SSSTS
- First AID

Additional Requirements:

- Disclosure Check
- Full Clean Driving License

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- Company van and fuel card (for business purposes)
- 29 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.