

**NOT PROTECTIVELY MARKED**

**JOB DESCRIPTION**

<u>Job Title</u>	Equipment Workshop Supervisor
<u>Reports to</u>	Equipment Maintenance Manager
<u>Reporting staff</u>	4 Equipment Technicians 1 Equipment Driver

**Job Purpose**

The post holder is responsible for the supervision of the Equipment Maintenance and Repair Team and the equipment workshop facility, for ensuring equipment is maintained and repaired in accordance with the policies and procedures required as directed by the Fleet & Equipment Manager and for the delivery and collection service including moving vehicles for annual maintenance.

**Generic Responsibilities/Job Family**

Supervisor

To effectively manage a team (or teams) and ensure the provision of services within the department/function which are in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

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**Specific Responsibilities**

<b>1</b>	Manage one of the two Equipment Maintenance and Repair Teams ensuring the team meets all performance measures agreed with the Equipment Maintenance Manager as directed by the Fleet & Equipment Manager.
<b>2</b>	Ensure effective task prioritisation, scheduling, allocation, delivery, administration, budgeting and work record keeping.
<b>3</b>	Ensure all work is delivered to the required standard, in the required time and in the most efficient and economic manner possible.
<b>4</b>	Responsible for the line management of all reporting staff including (but not limited to supporting wellbeing, conducting return to work discussions, attendance management discussions, performance management, 1:1 reviews, probation and discipline and grievance issues, ensuring that all supporting paperwork is completed, and HR policies and procedures are followed.
<b>5</b>	Responsible for the security of the equipment workshop facility and coordinate all works services to ensure a safe working environment is maintained.
<b>6</b>	Ensure parts are ordered in a timely manner and stock is kept at required levels and fully accounted for.
<b>7</b>	In conjunction with the Equipment Maintenance Manager ensure the team receive the necessary training, both initial and ongoing.
<b>8</b>	Work as part of the Equipment Maintenance and Repair Team when required, to maintain and repair operational equipment to ensure assets remain fit for purpose and available when required.
<b>9</b>	Ensure all equipment workshop policies and procedures are followed, and all necessary records are accurate and maintained such as Health & Safety records, COSHH assessments, Risk Assessments, and safe systems at work.
<b>10</b>	Provide cover for other team members when required to maintain the necessary provision of service to DWFRS by the workshop.

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July 2024