


Job Description IS Supervisor			
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Job Description – Industrial Services Supervisor/Team Leader/Lead Operative

Department/location:	Specialist Industrial Services (SIS) Division: Hull, Kirkby, Rugby, Newport, Honiton
Hours of work:	40 hours per week: 8 hours per day Monday-Friday plus overtime as required to meet the needs of the business including nights and weekends.
Reports to:	Technical Operations Supervisor, Operations Manager
Holiday:	20 days plus 8 bank holidays PA
Other benefits:	Company bonus scheme, pension scheme, death in service benefit

General:


The Industrial Services Supervisor is a key role responsible for the management of a team of Industrial Services (IS) operatives. You will manage your workforce to carry out required IS operations with the aims of exceeding customer expectations and continually improving team output. You will be responsible for ensuring operations run smoothly and your operational team fully complies with legal, company and customer QHSE requirements. You will lead from the front promoting good working practice by setting the highest personal standards in safety, attendance, behaviour, courtesy and professionalism at all times.

Main Duties:

- Operational Support
 - First line management of a team of specialist industrial services operatives ensuring all duties are carried out effectively and safely, while maintaining efficient time management.
 - Daily planning and organisation of equipment to carry out any given task ensuring that the team is fully prepared for allocated task prior to departure from depot.
 - Maintain team vehicle, equipment and tools to ensure they are fit for purpose at all times and carry out vehicle/equipment spot checks and take appropriate action.
 - Ensure all required paperwork is completed such as daily vehicle checks, job sheets and timesheets.
 - Ensure all personnel working on site are familiar with and have signed the RAMS
 - Carry out jetting and cleaning operations to a high standard in accordance with training and Future Industrial Services H&S procedures. This will involve working in confined spaces and the use of breathing apparatus for which training will be provided:
 - Sewage treatment plant/pumping station cleans
 - Tank & Vessel Cleaning
 - Spillage Cleaning
 - Rescue Team Duties
 - High Pressure Water Jetting
 - Cold Cutting

- Customer Support
 - Oversee jobs in progress to the satisfaction of the customer, ensuring full compliance with legal, Company and customer QHSE requirements.
 - Ensure any daily paperwork/ job sheets required by the customer are completed and signed.

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General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.
- Issue Risk Assessments and Method Statement (RAMS), tool box talks and safe systems of work where required, ensure RAMS are maintained for all tasks, regularly reviewed, communicated to and understood by all Operatives/Labourers within the Technical Supervisor's area

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

Person Specification

Shaded qualifications are not required for all driver operatives but on a case by case basis

Qualifications/Training	E / D*	How assessed***
Car (Cat B+E preferred) driving licence to drive to customer sites	E	CV
Supervisor Passport to Safety LATS/SSSTS	E**	CV
Working in Confined Space to C+G 60150-03 (High Risk)	E**	CV
Water Jetting (WJA Safety Awareness/ Surface Preparation/Drain & Sewer modules as required)	E**	CV
Emergency First Aid (or First Aid at Work for rescue team duties)	E**	CV
Asbestos Awareness	E**	CV
Environmental Awareness	E**	CV
Pollution Control/Spill Response	E**	CV
Confined space rescue to C+G 6150-05 (for rescue team duties)	E**	CV
IPAF (scissor lift/cherry picker)	E**	CV
PASMA (mobile tower scaffold)	E**	CV
UK PIA safety passport (for petrol station forecourt operations)	E**	CV
National Water Hygiene Card (for blue water sites)	E**	CV
Cold cutting (use of hydro-cutting equipment)	E**	CV
Offshore working qualifications as required – OPITO, BOSIET, MIST	E**	CV
Other specialist qualifications as the need arises		
Experience		
High pressure water jetting or cold cutting	E	CV/I
Industrial Services/Cement Industry Experience	E	CV/I
Specific Post Knowledge/Skills		
Good Working knowledge of IS safety procedures	E	CV/I
Personal Characteristics		

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It is a requirement that employees working in confined spaces are medically fit to perform these duties. This will be assessed by an Occupational Health professional after a conditional offer of employment is made and will be subject to periodic re-assessment.	E	PA
Must be able to meet security vetting standards required to work within MOD or other sensitive customer sites	E	I
Good customer service manner and able to communicate with customers at all levels	E	I
Must be prepared to work away from home base when required by the task	E	I
Able to use initiative to solve work-based problems	E	I
Ability to challenge poor practice	E	I
Punctual, flexible and organised	E	I
Lead by example	E	I
Conscientious to ensure tasks completed within agreed deadlines	E	I
Numerate and literate to process paperwork associated with post	E	I
Flexible approach to working hours	E	I
Adaptable to daily changing situations	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV (CV); Interview (I); Presentation (P); Practical Assessment (PA)