

Role Profile		
Job Title	Supervisor	Reference ID: W13080
Location	Telford	
Reporting To	Project Manager	

Key Accountabilities
<ul style="list-style-type: none"> • Supervision of multi-trade disciplines within the factory environment, with support from team leaders where appropriate / applicable. • Maintain labour resource in line with delivery schedules • Manage resource effectively in order to minimise overtime • Ensure weekly completion and initial authorisation of operative timesheets • Inductions of new operatives • Day to day management of HSE on factory floor, including but not limited to tool box talks, housekeeping, Weekly inspections • Requisition of required materials, equipment, tools, consumables and PPE • Inspect and review progress of sub-contractors • Monitor, measure and record progress of work, utilising MDSL productivity management system and identify deviations therefrom. • Organise, labour, materials, tools & equipment in order to maximise productivity levels • Forecast labour requirements utilising MDSL productivity management system • Raise day work sheets to record variation or downtime hour's expenditure. • Inspect the work of other operatives, for quality, progress and satisfactory completion • Notify Production Manager of impending delays likely to affect progress or give rise to claim. • Establish reasons for delays to work and notify Production Manager • Provide information for cost variation investigations when necessary • Ensure company instructions and standards of discipline, workmanship and safety are maintained at all times. • Supervise training of apprentices / trainees assigned to your control. • Ensure compliance of all work, whether executed by own operatives or sub-contractors, with drawings and specifications • Organise, supervise and record such tests (e.g. air leak, NDT, electrical continuity) and / or quality inspections as are required during the progress of project. • Ensure photographs are taken and recorded for each completed product. • Attend meetings as required. • Ensure safe methods of work are adopted by other operatives under your control • Ensure housekeeping is maintained at all times • Such other duties as are reasonably required by the business

Customer Development / Business Development
<ul style="list-style-type: none"> • Demonstrate professionalism and competence to clients • Demonstrations of client prototypes, with support from Production Manager. • Support working winning with technical support and / or material take-offs. • Support product development • Provide support in assessing and interviewing potential factory candidates for employment

Technical skills and Knowledge
<ul style="list-style-type: none"> • Capable of working to deadlines as set out in project delivery schedules • Capable of adhering to HSE requirements and legislation • To work in an efficient and productive manner • Able to complete operations in installation as specified by the working drawings.

- Capable of reading and interpretation of drawings
- Understanding QA requirements including policy
- Understanding HSE requirements

Person Specification

- Must have confident, professional approach and smart in appearance
- Good communicator with a lively manner and good telephone skills must have an ability to speak clearly.
- Must have a flexible attitude to working and willingness to travel to different branches, if required
- An efficient and accurate approach to work with an eye for detail.
- Dependable and willing to work as part of a team, supporting and working with all functions.
- Proactive and can work on own initiative.

Closing Date: 6 October 21

If you are interested, please e-mail your CV with the following reference number W13080 to human.resources@lornestewart.co.uk

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