

Job Title: Electrical Qualifying Supervisor

Reporting To: Project Manager

Purpose: Responsible for project specific associated electrical works, maintaining a high standard of work in line with company H,S&E, Electrical Compliance and IEE regulations.

Value

KPIs	
<ul style="list-style-type: none"> Complete all necessary documentation accurately and correctly either by PDA or written reports 	<i>Ensure a professional service is delivered at all times</i> <i>Ensure engineers stock levels are maintained at all times</i> <i>Work to ensure engineers exceed the minimum requirements of jobs completed per day</i> <i>Ensure timely submission of all Certification as required by the Company and Client</i>
<ul style="list-style-type: none"> Completing all mandatory electrical certification in accordance with IEE regulations 	
<ul style="list-style-type: none"> Keeping your supervisor and the office informed at all times on job progress and completion information 	
<ul style="list-style-type: none"> Cover OOH emergency repairs on a rota basis if required 	
<ul style="list-style-type: none"> Be prepared to work overtime when the need arises to get your work completed 	
<ul style="list-style-type: none"> Attend all mandatory workforce meetings 	
<ul style="list-style-type: none"> Maintain and review all TBT's and Technical updates 	
<ul style="list-style-type: none"> Complete all the necessary paperwork upon completion of each allocated job 	

Right First Time

KPIs	
<ul style="list-style-type: none"> Achieving first time fix 	<i>Ensure consistent delivery of repairs to the highest standard</i> <i>Contribute to maintaining a high First Time Fix rate as expected by the Company and Client</i> <i>Materials management</i>
<ul style="list-style-type: none"> Maintaining a high standard of workmanship in accordance with company policy 	
<ul style="list-style-type: none"> Manage your van stocks effectively with your supervisor so first time fix is maintained to a high level 	
<ul style="list-style-type: none"> Keep good records of your van stocks and have accurate records available at all times 	
<ul style="list-style-type: none"> Always leave your work area clean and tidy 	

Role Description

Customer Recommended

KPIs

<ul style="list-style-type: none"> Go the extra mile when needed to keep the customer happy and get the job done 	<p><i>Effective working relationships and communication</i></p> <p><i>Give clear description of work carried out / information on further requirements to customers and staff</i></p>
<ul style="list-style-type: none"> Demonstrate and understand the importance of customer service and adhere to the Perfect Delivery principles at all times 	
<ul style="list-style-type: none"> Ensure polite and courteous communication is maintained with the customer 	
<ul style="list-style-type: none"> Promote the profile of Morgan Sindall Property Services 	
<ul style="list-style-type: none"> Ensure the customer is kept up to date if parts are required and further access is required 	

People Promise

KPIs

<ul style="list-style-type: none"> Work as a member of the team communicating effectively at all levels 	<p><i>Join in and take part in the Property Services 'Peoples Promise' activities</i></p>
<ul style="list-style-type: none"> Keep your line manager informed at all times of any overtime that you may need to work 	
<ul style="list-style-type: none"> All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory. 	

Safe

KPIs

<ul style="list-style-type: none"> Make sure your tools are Pat Tested every 3 months and kept in good working order 	<p><i>Actively participate to minimise non – conformances with regard to Health and Safety</i></p> <p><i>Achieve excellent Electrical Audit results in line with Company requirements</i></p> <p><i>Undertake Monthly Engineer Audits</i></p>
<ul style="list-style-type: none"> Carry with you at all times your health and safety files, risk assessments, method statements, Technical updates and IEE onsite guide, ensuring these are kept fully up to date with new additions/updates supplied by your manager. 	
<ul style="list-style-type: none"> All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy. 	
<ul style="list-style-type: none"> Keep your van clean at all times inside and out and always drive safely 	
<ul style="list-style-type: none"> Wear your company uniform / clothing at all times and always wear the appropriate PPE 	
<ul style="list-style-type: none"> Have your Morgan Sindall Property Services ID with you at all times and always show it before you enter a customer's property 	

Technical Skills and Knowledge

Safe

People Promise

Right First Time

Value

Recommended

	Basic	Intermediate	Advanced
Knowledge of this role's industry best practices			
Numeracy			
Literacy			
H&S Training			

This post has a minimum requirement for the following qualifications

C&G Pt 1&2 (or equivalent) for electrical Installations

C&G 2382 17th Edition

C&G 2391 Testing & Inspection

Part P Qualified