

Job Descriptions

Local Job Title: Fitter (Supervisor) / Supervisor Fitter / Senior Supervisor Fitter
Department: Installation
Reports to: Installation Manager

SUMMARY

Provide service and limited work supervision [Supervisor Fitter: higher level of supervision] [Senior Supervisor Fitter: high level of supervision and leadership] to complete plant installation, commissioning, equipment maintenance, repair, rebuild, troubleshooting, operator training and warranty commitments at customers operational and construction sites and within a factory assembly premises as required.

Complete assigned installation team activities under the direction of the Installation Manager.

[Senior Supervisor Fitter: Assist Installation Manager in complying with the Construction, Design and Management regulations]

ESSENTIAL GENERIC DUTIES AND RESPONSIBILITIES include the following.

1. Plan and supervise the work assigned
2. [Supervisor Fitter: work assigned may be of higher complexity and scope than undertaken by a Fitter (Supervisor)] [Senior Supervisor Fitter: work assigned may be of high complexity, scope and value]
3. [Senior Site Supervisor: preparation of work documentation under the direction of the Installation Manager when required]
4. Support scheduled and emergency call outs to clients.
5. Produce written documentation of all activities.
6. Maintain progress against the works program.
7. Check plant and tool certification is in order prior to work commencing.
8. Comply with safe working practices and requirements at all times
9. Plan and perform all work in accordance with established safety procedures and to site Health & Safety conditions.
10. Other duties may be assigned as required.

LOCAL DUTIES AND RESPONSIBILITIES include the following;

1. Apply training and competency [Fitter (Supervisor): higher level of training and competency] [Senior Supervisor Fitter: high level of training and competency] to the production and use of risk assessments and method statements for the work being undertaken at all times
2. Liaise with the customer at site and ensure work is undertaken and completed to the satisfaction of the customer
3. [Supervisor Fitter: attend site meetings with a company Project Engineer, Senior Site Supervisor or equivalent] [Senior Supervisor Fitter: attend site meetings on behalf of the company]
4. Follow company procedures and promptly report quality; health& safety and environmental incidents, issues and risks
5. Building, installing, refurbishing and maintaining specialised and non-specialised equipment.
6. Understanding and assisting the meeting of specifications outlined in engineering drawings, British Standards and Client Specifications
7. Work towards solutions to mechanical engineering problems to enable improvements to quality, safety and speed of manufacture and assembly.
8. Working in higher hazard environments. For example working in confined spaces, at height, with lifting operations, contact with sewage

9. Produce daily site reports, weekly time sheets and expenses, monthly mileage logs and van sheets and any other site specific documents.
10. Identifying and reporting opportunities for improvement, implement change in consultation with Senior Supervisor Fitter [Senior Supervisor Fitter: Implement site changes following own review or in consultation with Installation Manager as required]
11. Contribute in creating standard and specific documents e.g. Method Statements/Risk Assessments
12. Assist the Installation Manager in installation team employee assessments and performance reviews

SUPERVISORY EXPERIENCE

- Evidence and examples at a work site, of:
 - Health and safety supervision [Senior Site Supervisor: H&S leadership extending to installation team]
 - Solving and making decisions [Supervisor Fitter: more complex decision making than Fitter (Supervisor)] [Senior Supervisor Fitter: complex decisions]
 - Leading and managing change [Supervisor Fitter: more complex changes than Fitter (Supervisor)] [Senior Supervisor Fitter: complex changes]
 - Effective communication and preventing and resolving conflict [Senior Supervisor Fitter: including negotiation of a resolution]
 - Completing work on time, to quality standards and to the satisfaction of the customer
 - Planning other workers and subcontractors work activities. [Senior Supervisor Fitter: Large and complex own and subcontracted work scopes]
 - Preparing and presenting site safety briefings and toolbox talks.
 - Assessing and managing safety hazards.

EDUCATION, TRAINING AND EXPERIENCE

As a minimum, a suitable demonstrable level of Health, Safety Training and Environmental awareness and experience and competence for the work assigned.

[Fitter (Supervisor): Working towards achieving City & Guilds or equivalent in Mechanical Engineering, or willingness to undertake a similar qualification experience of assisting with installing, repairing or maintaining technical, or capital equipment within the Waste/Water industry. CSCS card, SSSTS, C&G Confined space, Slinger Signaler/ crane supervisor Blue Competency Card.]

[Supervisor Fitter: City & Guilds or equivalent in Mechanical Engineering and two years experience supervising, installing, repairing and maintaining technical, or capital equipment within the Waste/Water industry. CSCS Gold card, SSSTS, C&G Confined space, Slinger Signaler/ crane supervisor Blue Competency Card.]

[Senior Supervisor Fitter: City & Guilds or equivalent in Mechanical Engineering and five years experience of complex supervising, installing, repairing and maintaining technical, or capital equipment within the Waste/Water industry. CSCS Gold card, SSSTS, C&G Confined space, Slinger Signaler/ crane supervisor Blue Competency Card, CDM training, First Aid]

COMMUNICATION SKILLS

Effective communication with customers, suppliers and other contractors at all levels on site

Ability to understand and both read, write and converse in English.

A full understanding of reading and interpreting Engineering drawings.

INDEPENDENT JUDGMENT, DECISION MAKING & PROBLEM SOLVING:

Willingness to make decisions requiring the use of a single variable in standard situations.

Understanding when a decision should be referred to a manager or supervisor

OTHER SKILLS AND ABILITIES

Computer Skills: Computer literate with knowledge of Microsoft Office, specifically Word, Excel, Teams and Outlook.

Mathematical Skills: Ability to understand and apply mathematical concepts such as addition, subtraction, multiplication and division.

Travel: Regular visits to customer, supplier and job sites. Un-restricted ability to travel and spend time away from home for long periods.

Other: Ability to work effectively and safely with power tools, chemicals and various materials as necessary to perform field service work.

A high level of flexibility in your role and working hours will be required.

A good level of physical fitness is required.

Experience working on Construction Sites and/or in a construction environment is preferable [Supervisor Fitter and Senior Supervisor Fitter: essential].

Clean driving license is essential.

[Senior Supervisor Fitter: mentoring skills to develop, support and direct Fitters (Supervisor) and Supervisor Fitters]

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to visit Client’s work sites and other assembly premises, which will involve working in hazardous and access restricted environments.

The noise level in the work environment is usually moderate to loud.

Date Prepared September 2020

Approved by Line Manager Date

Signed by Employee Date