



Job Description: Combustion/Mechanical Supervisor (Commercial)

Alternative Titles: Gas or Heating Supervisor

Revised: August 2018

Start Date: Immediate

Department: Mechanical

Reporting to: Gas Compliance Manager

General Purpose: Supervise a team of gas and mechanical engineers responsible for delivering high quality and cost effective HVAC services.

This will be in addition to continuing service duties of commercial gas engineer.

Work Schedule: 8.00am – 5.00pm Monday to Friday

On-Call: As per organized on-call rota.

Principal Tasks and Duties.

- The job holder will supervise operational staff who are undertaking servicing, reactive breakdowns, repairs and installations. and other associated works to ensure they work within agreed timescales and to the required standard.
- Be first point of contact to internal and external staff, where problems and issues arise, and to take responsibility to resolve them with operational staff.
- Use your broad trade skills to undertake quality control to ensure that the most effective solutions are being utilised.
- Be responsible for maintaining engineer's stocks of van materials, ensuring accurate records are kept of both usage and requisitions and authorising further requisitions within budgets.
- Ensure that health and safety issues are communicated effectively and promoted within your area of responsibility and that staff fully understand their responsibilities for and fulfil their duties in accordance with company policy and procedures.
- Operate within company health and safety requirements and regulations, ensuring the working environment, properties and occupants are safe and secure at all times.
- Assist in the recruitment, performance management, reviews, and development of quality staff to ensure required skilled staff are available to fulfil contracts.
- Timely completion of allocated duties within contract specifications, and to ensure effective cover of duties in place within the team(s) where annual leave or absence of engineers.

- To liaise with Gas Compliance Manager to ensure updates to gas legislation and regulations are communicated to technical staff in a clear and timely way, and then implemented into company procedures.

This is not an exhaustive list and other general duties may be required.

Supervision of Staff

- Provide support and supervision to the Gas team to ensure effective development and performance.
- Ensure staff training and development needs are established through the appraisal and review processes.
- Work along side Gas Compliance Manager to create and maintain an effective staff review and monitoring system.
- Promote continual review and improvement of services by creating an environment in which staff are encouraged to use their initiative and creativity for the benefits of customers.
- Carry out monthly tool box talks, one to one meetings and annual appraisals
- To carry out correct escalation of performance issues, and will be part of disciplinary process where necessary.

Out of Hours Service

Participate in an emergency 'out of hours' service as required.

Health and Safety

- Be responsible for the care and condition of plant tools and equipment issued to or used by the post holder, completing all related pre use or scheduled safety inspections as required.
- Ensure that all necessary documentation and/or verbal reports relating to unsafe equipment are immediately communicated to the line manager, advising the manager of any defects requiring repair, and to ensure that the equipment is stored or made safe in such a way as to not be used by a third party.
- Work to operational procedures, safe working practices and Health and Safety procedures and approved codes of practice as appropriate.
- Attend safety meetings, training and briefings as may be required.
- Be responsible for completing supervisor specific risk assessments when arriving at an engineer's site.
- Ensure that all accident, near miss events or potential hazards are reported to your line manager immediately.

Other Duties

- Carry out reviews of engineer's worksheets, time sheets warning notices and any other forms as required by ACS.
- Carry out responsibilities with due regard for the ACS Equality & Diversity requirements
- Attend internal and external training as required.

Job Description: Combustion Supervisor

- Provide general support and assistance to the Directors, office manager & gas compliance manager as required
- Carry out any other duties as reasonably required by the Gas Compliance Manager.

Required Experience:

- 3 or more years of working within a similar role (ideal).
- 10 years or more experience working as a commercial gas engineer (essential).

Required Skills/Licenses/Certifications:

- Commercial ACS qualifications
- Domestic ACS qualifications an advantage
- OFTEC coil and/or Commercial Catering qualifications would be preferred but are not essential.
- Problem solving
- Read, write and communicate using English language sufficient to perform job functions.
- Able to use MS Office & Outlook
- Criminal record checks will be applied for on behalf of the candidate.
- DVLA checks will be applied for on behalf of the candidate.

Travel Requirement:

- This position is primarily a mobile role.
- Travel is a significant part of the job, and all applicants should consider this.