



Job Description: Gas Supervisor (Commercial)

Alternative Titles: Mechanical Supervisor
Date: August 2014

Job Type: Permanent
Start Date: Immediate
Department: Mechanical
Reporting to: Contracts Manager

General Purpose: *Supervise a team of gas engineers responsible for delivering high quality and cost effective gas servicing, installation and reactive maintenance services.*

Work Schedule: 8.30am – 5.00pm Monday to Friday

Responsibilities and duties (Specific):

- Day-to-day responsibility of managing a team of heating engineers.
- Work alongside help desk team in order to provide and uphold first class service expected by ACS clients.
- To provide technical support and knowledge.
To carry out planned maintenance work in accordance with ACS scheduling.
- To attend site meetings with contracts manager for technical support.
- To carry out routine inspections and competency checks of engineers.
- Ability to deal with technical issues and other problems escalated by engineers.
- Ensure staff training and development needs are established through the appraisal and review processes.

Responsibilities and duties (General):

- Maintaining set standards in compliance with the Health and Safety at Work Act 1974 and other relevant legislation
- Ensuring all on-site quality assurance procedures are adhered to
- Working alongside other ACS staff and trades.
- Providing accurate reporting information for further repairs or installation.
- Providing excellent customer service.
- To represent ACS in client facing situations.
- 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.

Required Experience:

- 3 or more years of working within a similar role.

Required Skills/Licenses/Certifications:

- Commercial ACS qualifications
- Domestic ACS qualifications an advantage
- OFTEC oil 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 candidates.
- Experience managing engineers (essential)
- Current UK driving licence

Supervisory Responsibilities:

- This position is a supervisory role.

Travel Requirement:

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

NOTES:

ACS are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Applicants are required to be enthusiastic, reliable, trustworthy & committed. They must also be flexible in their approach to fulfilling the post.