Job Description – Workshop Supervisor

JOB TITLE:	Workshop Supervisor	**DATE:**	March 2021
DEPARTMENT:	Production	**PREPARED:**	QHSE Manager
LOCATION:	Aberdeen	**APPROVED:**	Director
REPORTING TO:	Technical Director		

1. ROLE STATEMENT

Based in Aberdeen, you and your team are responsible for the assembly and testing of EnerQuip's complete range of products. You will be responsible for all workshop activities and be the liaison between the workshop and the management team whilst adhering to Enerquip's QHSE standards, responsibilities, policies and procedures.

2. MAIN RESPONSIBLITIES

- Manage the activities of skilled tradesmen and semiskilled operatives ensuring all work is completed in line with production timelines.
- Co-ordinate with design and project teams to ensure our products meet the design specifications.
- Ensure that the Quality, Health and Safety and Environmental Management Systems are followed and any problems, perceived or real, are reported.
- Ensure a high level of housekeeping in workshop and yard areas.
- Carry out any other duties as required by management.

3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- Time served tradesman City & Guilds, NVQ level 3 or HNC in a relevant discipline.
- Experience of mechanical fitting, build, assembly and testing in an industrial environment.
- Knowledge of hydraulic system installations would be an advantage.
- Proven leadership/supervisory experience in a similar role.
- Good attention to detail and high standard of document completion.
- Ability to man manage and delegate work.
- Excellent communication skills.
- Team player.

Signed By: _____ Printed Name: _____Date:_____