

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

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| Department | Fleet & Engineering Services |
| Post | Workshop Supervisor |
| Post No | NUO36 |
| Grade | 11 (£31,371 - £32,029) |
| Location | Fleet & Engineering W/Shops, Fire Service Headquarters |
| Responsible to | Work Shop Manager |

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

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| MAIN PURPOSE OF THE POST |
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| To work closely with the Workshop manager in Supervising the activities of the Fleet & Engineering Workshops. To liaise with Stations and outside Service Providers to ensure a manageable and efficient throughput of works. Regularly taking into consideration the Monthly Planned Service Programme and therefore the necessary setting of priorities as demanded by incoming non-scheduled works from Stations. |
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DUTIES AND RESPONSIBILITIES

To provide support and resilience to the Workshop Management Team during periods of absence. This will include routine office and shop floor based input as required at the discretion of the Head of Fleet and Engineering Services.

1. Organise and prioritise :
 - All departmental repair & maintenance activities in accordance with the Planned Maintenance Programme
 - Lease car maintenance requirements
 - Station/ Department defect reporting
 - Work arising via the on-line defect reporting page
2. Up-date day-book based on information from planned maintenance programme and unplanned work

3. Planned Maintenance:-

- a. Organise Monthly Planned Maintenance Programme, prioritise work as necessary and in accordance with any specific instructions from the Workshop Manager relating to scheduling and/ or timelines.
- b. Update Workshop manager with any relevant information relating to scheduling and/ or deadlines.

4. Lease Car Maintenance:-

- a. Book in vehicles according to labour availability, raise job card, inform Workshop Manager with details of booking arrangements.
- b. Liaise with Contract Hire companies re-warranty issues, maintenance requirements and/ or other disputes.

5. Defect Reports and Breakdowns:-

- a. Log defect report electronically, inform person filing report of probable course of action and timescale of response.

6. On Station Maintenance :-

- a. Issue job cards in accordance with item '2 'to assigned Vehicle technicians.

7. Liaise with Manufacturers in all matters associated with warranty issues. Inform Workshop Manager of collection and delivery arrangement (external/ in-house), raise job card as necessary.

8. Supervise leave requests based on available labour hours and workload – liaise with Workshop Manager to confirm shop floor requirements.

9. Contribute to the Absence Monitoring process via Back-To-Work Interviews and Verbal Warnings in accordance with SWF&RS Policy and as instructed by the Workshop Manager. Record in-line with standard procedures and forward documents to Workshop Manager.

10. Progress-chase work, reporting any projected medium to long term delays to the Workshop Manager.

11. Be responsible for the issue and return of all job cards, ensuring that every job activity is appropriately recorded and ensure that returned job cards are consistent with those as issued. Ensure that all work activities, authorisations and signatories are completed as per process with regard to all paperwork and IT records.

12. Any other activity commensurate with the Grade and Post.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

