

Job Description

Post Title:	Working General Supervisor	AA4202
Evaluation:	535 Points	Grade: N7
Responsible to:	Repairs & Construction Manager	
Responsible for:	Staff as allocated	
Job Purpose:	To support the division in achieving and delivering its services and contracts to clients in all areas of the business.	
Main Duties:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.	

- 1 To undertake all duties associated with your trade including multi-skilled activities in order to ensure the division achieves its contractual obligations.
- 2 To ensure work is carried out in line with quality and performance standards and outputs to ensure key performance indicators are achieved.
- 3 To use and be responsible for vehicles, all plant equipment and materials associated with your duties.
- 4 To supervise, mentor and support trade persons as allocated in all aspects of their work.
- 5 To use and interpret drawings, specifications and work instructions in relation to your activities to ensure relevant documents are completed as necessary.
- 6 To be committed in delivering a customer focused service which prides itself on continuous improvement.
- 7 To investigate and progress any concerns/complaints regarding working practices and standards as necessary.
- 8 To be responsible for the day to day supervision of trade persons, apprentices and craft assistants, maintaining good working relationships and team working and to deputise for the team manager when required.
- 9 To liaise with external contractors, suppliers, clients and any other relevant stakeholders.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 12 To ensure, so far as reasonably practicable, that the prevention of crime and disorder (including anti-social and other behaviour adversely affecting the local environment) is appropriately reflected in all directorate policies, service plans and activities.