

	NEXUS: Job Description	Version: 1.0 Date: 29/09/2023 Page 1 of 4
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Job Title	Section Supervisor Welding & Grinding (Capital)
Job Evaluation Date	27 October 2023

Validation & Authorisation		
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Date	Version	By	Summary of Changes
19/09/2023	1.0	Stevie Shiel	New Job Description following SLT Approval of new Section Supervisor Welding & Grinding (Capital) role on 12 th September 2023

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Signed approval forms are filed in the project files				
Name	Signature	Title	Date	Version
		Section Supervisor Welding & Grinding		1.0

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Job Title:	Section Supervisor Welding & Grinding	
Purpose:	Direct Front Line Leadership, management, conduct and supervision of staff to ensure that track asset Welding and grinding works and inspections are carried out in accordance with standards and specifications, ensuring safety, performance and quality standards are met by providing a reliable and cost-effective service against requirements.	

Remuneration: APT&C 4

The post has been identified as a Railway Safety Critical Post

1. Principal areas of responsibility

The following list is typical of the duties which the postholder will be required to perform. It is not necessarily exhaustive and other duties of a similar type or level may be required from time to time.

- 1.1 Responsible for the Supervision of the teams, including allocation of workload as determined by the annual plan and the Engineering Manager.
- 1.2 Undertake Stand By & On Call duties as part of role.
- 1.3 Deputises for the Assistant Engineering Manager as determined by the Engineering Manager.
- 1.4 Conduct and supervise welding and grinding activities, ensuring that welding and grinding maintenance work is carried out to plan and against specified performance standards.
- 1.5 Conduct inspections, record and update departmental records for associated technical inspections pre, during & post works inclusive of (053,054, weld installation and post work quality inspections.)
- 1.6 Ensuring that the required staff competencies are maintained.
- 1.7 Be available to work flexible shift patterns and undertake rostered standby and call out as required.
- 1.8 Manage/monitor staff attendance and timekeeping, performance, utilisation, discipline, and all other people management activities in accordance with Nexus policies.

- 1.9 Monitor staff and contractors to ensure compliance with Health & Safety standards, procedures, and legislation, undertake inspections and audits to the required frequencies. Monitor plant and equipment for compliance with statutory regulations and lead with job planning and submissions, preparation of method of work statements, risk assessments, Safe systems of working etc.
- 1.10 Develop and assist with the preparation of Maintenance (both light and heavy) routines, procedures, and schedules inclusive of repairs and renewal programmes. Monitor equipment reliability, availability of performance to identify trends and actions.
- 1.10 Liaise with other sections, departments, contractors, consultants and manufacturer's representatives and offer technical support as necessary.
- 1.11 Ensure compliance with all internal and external Health & Safety standards, company procedures and legislation.

2. Dimensions

2.1 Communications

- 2.1.1 Required to communicate effectively to both internal and external stakeholders to ensure critical instructions are understood and actioned.

2.2 Decision Making & Problem Solving

- 2.2.1 Will be responsible for decision making in respect of Health and Safety and other Nexus Standards whilst supervising staff.
- 2.2.2 Will be responsible for resolving any issues that arise during supervision of staff and ensuring that any decisions are actioned.
- 2.2.3 Short term planning to ensure business continuity and Directorate KPI's, targets and Service Plans are met as determined by the Engineering Manager.

2.3 Initiative & Independence

- 2.3.1 The postholder will be required to use their initiative and work unsupervised for considerable periods of time.
- 2.3.2 Responsible for planning and issuing of preventative and corrective maintenance and inspections and faults as per the asset management requirement determined by the Engineering Manager.

2.4 Resources

- 2.4.1 Responsible for ensuring maintenance/ renewal and repair work is carried out as determined by the Engineering Manager.
- 2.4.2 Responsible for ensuring the associated paperwork and records of

the work carried out is identified and completed efficiently.

2.5 People

- 2.5.1 Responsible for the supervision of the departmental team including the allocation of work as determined by the Engineering Manager.

2.6 Health & Safety

- 2.6.1 Responsible for personal safety and the safety of others in their immediate working area this includes customers in safety critical areas.

3. Statutory Duties

- 3.1 Responsible for managing those elements of the Safety Management system allocated to Nexus and specifically to the role of Section Supervisor.
- 3.2 Responsible for carrying out visual and technical inspection duties and ensuring procedures are in place to meet legislative and company standards requirements for Nexus and in line with industry best practice.
4. The Holder of this post must have access to required safety publications and personal equipment/PPE and a Driving Licence.

	Name	Signed	Date
Line Manager			
Job Holder			