



Job Vacancy

Workshop Supervisor and Plant Fitter – London West Branch

Location Post Code: TW19 6AQ

Job Description

Title: Workshop Supervisor and Plant Fitter

Hours: As per Contract of Employment

Accountable To: Branch Manager – Wessex Eagle Ltd

Summary of post:

To ensure that all plant and equipment is maintained and/or repaired in accordance with manufacturer's recommendations and Company standards, contractual or implied obligations and to ensure that the Company's reputation is maintained through adherence to Quality and Customer Care procedures. To supervise the operation of the branch workshop and team members, ensuring quality and company procedures are adhered to.

Key Accountabilities

1. To carry out various aspects of plant, equipment and vehicle maintenance and/or repair which may involve fabrication, electrical, hydraulic work, to an appropriate high standard of condition whilst strictly adhering to the manufacturers own procedures, including servicing within specified intervals, improving the appearance where appropriate and the use of original equipment replacement parts.
2. Ensure that all costs are kept within agreed budgets and are accounted for in an accurate and timely manner.
3. Liaise with suppliers for the delivery of goods and services, raise and process purchase orders and other supplier documentation including warranty claims.
4. Ensure that all plant and equipment is thoroughly inspected at off hire and any damages reported to the Service Manager.
5. To carry out cleaning activities on workshop areas and fleet as requested.
6. Attend the stock checking of plant, tools, fuel, consumables and equipment as dictated by the branch manager.
7. Maintain and enhance good working relationships with all customers either by telephone or personal communication at all times.
8. Attend regular meetings and produce ad hoc reports as and when requested.
9. Assist with the loading and/or unloading of equipment.



EAGLE PLANT

Beeching Close, Chard, Somerset. TA20 1BB

Confidentiality

The post holder must maintain the confidentiality of all information about staff, customers and other aspects of the business, in particular compliance with the Data Protection Act 1998.

Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work etc Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for all employees and visitors.

Equal Opportunities

The post holder must at all times be diligent towards their responsibilities of the company Equal Opportunities Policy.

This job description is intended as a guide to the scope of the duties and responsibilities of this post, and is not meant as an inflexible specification. It may be reviewed from time to time in consultation with the post holder, in line with changing circumstances and in light of organisational change.

This is a permanent position.

To apply for this vacancy send a copy of your C.V. with a covering note to:

Andy.Cook@eagleplant.co.uk

For more information please contact Andy Cook on **01753 689966**.

Date Posted: 07th October 2016

Vacancy Address: Horton Road, Stanwell Moor, Staines, Middlesex, TW19 6AQ