

Recruitment Pack - Electrical Supervisors

- Salary: Rate Negotiable
- Holidays: 23 days paid holiday per year **plus** 8 days statutory holiday
- Other: Private healthcare benefits
- Hours: Monday – Thursday 8am – 4pm. Friday 8am – 1:30pm (flexibility needed to suit job requirements)
- Location: Office at Unit 1 North Hylton Enterprise Park, North Hylton Road, Sunderland SR5 3JT. Travel to sites necessary, currently North East and North Yorkshire.
- Duration: Permanent
- Closing date: Open vacancy at this time.
- Interviews: Provisional dates for interviews - TBC:

As our business continues to grow, we have additional opportunities for more Electrical Supervisors to join our award winning electrical contracting business based in Sunderland.

McNally and Thompson, established for over 45 years, have developed strong relationships with Clients by providing quality work at a good price. We have a turnover of circa £10m, 50 direct employees and a healthy future order book; we are looking to strengthen the team.

Projects are new build and refurbishment, and can include extra care accommodation, retail, office, leisure, education, prisons and healthcare, as well as various housing projects, ranging in value from £50k to £2m.

Reporting to one of our Project Engineers, our Electrical Supervisor role will suit people who:

- Have experience of delivering work whilst supervising a team of electricians / mates / sub contract trades
- Are a qualified electrician
- Have ran projects on various types of work
- Is quality, safety and cost conscious

To apply, please send a cover letter and your CV to our Office Manager Jackie Winship.
info@mcnallyandthompson.co.uk

Important: within your cover letter, please include your remuneration package expectations as well as anyone you know who works at McNally & Thompson already.

Job Guide - Working Site Supervisor

Purpose of Role:

To supervise and carry out the installation, repair or maintenance of electrical systems, equipment and components. Contribute towards delivering the company's mission "to be our clients 1st choice electrical solution".

Reports to:

This position reports to a Project Engineer.

Key Result Areas, Tasks and Activities (include, but are not limited to):

General:

- Installs, repairs, and maintains electrical system equipment and components in compliance with electrical codes, standards, and regulations.
- Be in control of the contract which has been assigned (including pre and post site work where required).
- Read and understand specification, drawings, preliminaries, preambles and contract documentation.
- Complete the contract in accordance with the agreed programme and budget.
- Ensure implementation of all company policies and procedures.
- Ensure collation of all information required for the Health and Safety files and O&M Manuals on completion of the project.
- Keep Manager fully informed of any issue that may effect on the image or commercial interests of the company (positive or negative).

Staff Effectiveness:

- Supervise the site team on site to ensure the project is completed on time to the required standard and within budget (including clear delegation of responsibility and authority to each member of the team).
- Supervise the site team to ensure working hours are worked by employees (unless otherwise agreed with the Manager these are generally 8am – 4:30pm Monday to Thursday and 8am to 1:30pm Friday). Breaks (unless otherwise agreed with the Manager are 15 minutes in the morning, and 30 minutes at lunchtime).
- Sign off the timesheet of any employee working on your site to confirm hours worked on site.
- Take action to prevent and overcome failure of any member of the team.
- Assist the Manager in constructive feedback for employee appraisals.
- Feedback to Manager and suggest training and development of staff as required.
- Assist with the training and supervision of less experienced staff when required.
- Develop positive attitudes on cost and programme.

Materials:

- Order materials needed from Manager using requisition process to ensure their availability when required.
- Advise Manager of changes in site requirements, giving sufficient notice to enable changes to be made.
- Organise work to ensure minimal wastage of materials.
- Keep Manager informed of performance of suppliers
- Ensure that materials are supplied and fixed in accordance with contract specification / manufacturers recommendations.
- Ensure all materials are stored in accordance with manufacturers' recommendations, so as to minimise potential damage.
- Ensure all materials are stored to minimise potential theft.
- Check deliveries against delivery notes as and when required and return delivery notes to office each week.
- In emergencies, use the Site Order Pad to purchase materials from the most appropriate supplier from the Suppliers List.
- Store waste materials and liaise with the Manager to arrange collection.
- Inform Manager of damaged goods and arrange collection and replacement if necessary.

Sub-contractors:

- Monitor performance of sub contractors to ensure any work carried out is of the required standard and completed on time.
- Keep Manager advised of performance of sub contractors.

Planning:

- Attend and contribute to the internal pre-start meeting giving views on tender assumptions, working methods, programme, health and safety etc.
- Within the site diary, plan the weekly short term programme as required.
- Keep Manager advised of programme issues.

Plant and equipment:

- Requisition plant and equipment requirements with the Manager.
- Ensure that plant and equipment on site is of good quality, working efficiently and marked up with McNally tape.
- Report any faulty equipment or out of date PAT tested equipment to the Site Support Operative.

Cost Control

- Ensure the works are carried out to the most economical methods, minimising waste at all opportunities

Health and Safety

- Ensure full compliance with all Health & Safety aspects.
- Fully understand the company's Health & Safety Policy.
- Fully understand the main contractors Health and Safety requirements as required.
- Fully understand sub contractors Risk Assessments and Method Statements for approval prior to work commencement.
- Where needed, ensure Permits to Work and Safe Systems of Work are in place.

- Maintain Statutory Registers, including Accident Reporting.
- Ensure everybody on site (including visitors) wears the appropriate PPE.
- Carry out Site Inductions.
- Ensure working areas and where applicable, the on-site stores are kept in a tidy condition.

Performance Measurement:

- Achieve or improve on targets agreed with the Manager

Customer Relations:

- Build and enhance customer confidence.
- Enhance company image and reputation.
- Report any customer feedback back to the Manager.
- Maintain confidentiality of sensitive information between McNally & Thompson management and clients, their representatives, sub contractors or suppliers

Miscellaneous:

- Complete own timesheet and ensure timesheets of site team are signed and returned to office by Tuesday morning each week.
- Ensure site has company signage where possible.
- If you have responsibility for a company vehicle, ensure vehicles are kept clean and tidy and vehicle checks are carried out monthly. Return signed forms returned to the Office Manager.

Knowledge and Skills:

- Has experience of delivering work whilst supervising a team of electricians / mates / sub contractor trades.
- Qualified electrician.
- Has knowledge and experience of running projects on various types of work.
- Knowledge of the tools, equipment, and materials common to the electrical trade and use in compliance with health and safety guidelines.
- Knowledge of applicable electrical codes, standards, and regulations.
- Skill in the installation, repair and maintenance of all types of electrical system equipment and components.
- To use all equipment and materials in accordance with Health & Safety guidelines.
- Skill in both verbal and written communication

Working Conditions:

- Working conditions include working at heights, outside working, restricted movement, dirty environment, hazardous materials, lifting and carrying heavy objects.

Behaviours:

Supervisors are expected to demonstrate the following behaviours:

Communication:	Is passionate about the company and its mission Adapts communication style to match others' needs Communicates information in a timely way Proactively communicates useful information to others
Customer Service:	Builds relationships with customers, gaining their trust Works hard to anticipate, identify and meet customer needs Delivers prompt, efficient and personalised service to Clients and their representatives
Delivery Results:	Challenges underperformance swiftly and constructively Acts on own initiative without being prompted Shows energy and determination in driving projects along
Resilience:	Adapts to change positively Appears happy and enthusiastic about their work Takes responsibility when things go wrong
Innovation:	Introduces new ideas and approaches that improve work performance Keeps own skills and knowledge updated
Motivation and Development:	Motivates others according to their own needs/wants Demonstrates commitment to the development of other employees
Planning/Organising:	Allocates tasks to make best use of available resources Approaches work in an orderly and systematic way Contributes technical and professional knowledge to solving problems
Quality:	Focuses on getting it right first time Checks work and rejects sub-standard work Gives full attention to company procedures and legal requirements Promotes and delivers a safe environment
Teamwork:	Encourages employees to think of themselves as a team
Commercial Awareness:	Identifies opportunities to reduce costs and improve efficiency Avoids unnecessary waste and uses resources economically and efficiently

10th September 2021.