

XYLOTEK

Job Title: Workshop Supervisor

Reporting To: Workshop Manager

Key Relationships: Workshop Manager
Fabrication Designer
Project Managers
Designers
Carpenters
Fabrication

Job Purpose

Complete workshop fabrication on time, safely, with quality and precision.

Key Result Areas (KRAs)

KRA 1 Fabrication

- Follow fabrication information and drawings precisely.
- Using modern and traditional carpentry techniques: build precisely, safely and efficiently.
- Contribute to the development of bespoke fabrication techniques for specific projects.
- Work with the workshop manager to ensure the workshop is tidy and well organised.
- Ensure safe working practices and fire safety at all times.
- Provide specialist fabrication advise and lead fabrication teams in the workshop.
- Ensure material is used efficiently and without unnecessary wastage.
- Ensure the finished fabrication accommodates the needs of the installation team.

KRA 2 Strategic

- To take part in and reporting to the Quarterly Operations meetings; and from time to time participating in the decision-making process of the Board of Directors.
- To perform ad-hoc duties as directed from time to time by the Board of Directors.
- To ensure that the Company meets all statutory and other external requirements, and to fully meet the needs and requirements of the Board of Directors.

KRA 3 Operations

- To assist in the drawing up of RAMS for workshop operations and communicate shortfalls and required adjustments.
- Assis in the development of electrical safety, fire safety and general safety systems and help implement the safety system culture.
- To review job performance to continually improve effectiveness and efficiency
- To assist with administering and recording training programmes, probationary reviews, appraisals, disciplinary process and holiday schedules for direct reports.
- To ensure that at all times statutory provisions are complied with, and that wherever possible other Directives and Regulations, and best practice guidelines are followed.
- To ensure that materials are kept tidy, accessible and in good condition.
- To undertake material and services procurement for all aspects of operations, ensuring regular reviews and specific negotiations to obtain appropriate balances of price, quality and timeliness: delegating to the Practice Manager as appropriate.
- To take responsibility for self-development and ensure own training is current.

KRA 4 Health & Safety

- To assist the Company in meeting their Health and Safety obligations
- Due diligence for your and your colleagues' safety.

