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| A | **Post Details** | | | |
|  | Job Title: | Mobile Supervisor | Function: | Passenger Services |
|  | Location: | Mainline/Metro | Unique Post Number: |  |
|  | Reports To: | Maintenance Manager Kent | Grade: | Area Grade 5 |
| B | **Purpose of the Job**  To manage a team of engineers, to assist with the improvement of station facilities provided for passengers and staff, whilst ensuring all safety legislation is adhered to. In parallel with but not to impose on the Framework Maintenance Contract’s. | | | |
|  | To manage a fleet of vehicles in line with Company Standards and those dictated by the lease company.  Responsible for analysing and compiling periodic reports to allow monitor of fault response performance and SQR deadlines periodically and as requested by the Maintenance Manager.  To reduce company costs by carrying out repairs to minor faults as and when they occur. Reducing call out and contractor fees and ensuring the highest standards are consistently delivered to our passengers and staff. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9 | Management of individual’s company purchase card spend, including but not limited to: approving each transaction via the banking on line system, monitoring all purchases and ensuring they can be allocated to an individual fault repair.  Management of company vehicles, including but not limited to: mileage records, fuel receipts, servicing / MOT, licence checks, vehicle condition reports and vehicle audits.  Ensure all safety legislation is adhered to and require PPE is worn, including but not limited to: tool box talks, tool safety inspections, risk assessments and method statements, unannounced safety audits.  Managing engineer SLA’s and ensuring that jobs are completed in a cost effective and timely manner, whilst also ensuring that reactive faults are managed effectively through the fault reporting management system (IFM).  To Manage planned and reactive in-house maintenance issued to the engineers, ensuring that all work is completed on time.  To carry out routine quality checks on work completed by the team periodically  The management of water transfer, ensuring that all waste transfer notices are completed in line with current legislation.  Comply with all company defined safety regulations and meet all legal requirements ensuring your own personal safety and the safety of others at all times.  Additional adhoc work as requested by the Maintenance Manager. | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No |  |
| D2 | This is a KEY SAFETY POST | Yes |  | No |  |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No |  |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No |  |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No |  |
|  |  | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | |
|  | Carrying out Planned General Inspections of the following locations:   * [list locations or delete if not applicable] | | | | |
|  | Acting as Fire Precautions Manager for the following locations:   * [list locations or delete if not applicable] | | | | |
| E | **Decision making Authority** | | | | |
| E1 | Must be able to work alone and make decisions based on fact, knowledge and competence. If necessary advice should be sought before jobs commence to ensure everybody has a full and clear understanding with safety being paramount. | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1  F2 | The role is a key interface between the facilities department and its internal customers and users. As such, this person has an immediate impact on the perceived image of the facilities department. This adds real gravity to the role, not only in efficient and effectively resolving issues but managing the associated customer communications.  Seeing through the general requirements for quantitative and qualitative improvements | | | | |

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| G | **Person Specification** | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | |
| G1 | Experience, Knowledge & Qualifications Experience of managing a team  General “building fabric” repair skills  Full UK driving licence  An understanding of the railway environment and any key relationships within it.  Knowledge of National Station Access Conditions | | | | |
| G2 | Skills (including any specific safety critical competencies) Able to work using own initiative and judgement as part of a team  Good communication skills and the ability to get on with people at all levels | | | | |
| G3 | Behaviours | | | | |
| G4 | **Other** | | | | |
| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | | Diesel Card for company vehicle. Purchase card | | |
| I2 | Financial – Other: | | All tools and equipment, company vehicle | | |
| I3 | Staff Responsibilities – Direct: | | 18 maintenance engineers | | |
| I4 | Staff Responsibilities – Other: | | Health and Safety of all staff and passengers whilst working on Southeastern stations | | |
| I5 | Any Other Statistical Data: | | To reduce costs of maintaining our stations where possible and prioritise SQR response. | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | Sarah Gooding | | Date: | 04th July 2024 |
| J2 | Approved By (Head of Department): |  | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **K** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |