

JOB DESCRIPTION

JOB TITLE: Carpentry Workshop Supervisor

REPORTS TO: Project Manager / Contracts Manager

LOCATION: Holmes Workshop / The Company's construction sites throughout the UK

SUMMARY OF ROLE

Reporting to the Project Manager / Contracts Manager, the Multi Site Supervisor will be responsible for forward planning & coordinating day to day workshop activities to ensure site works can progress smoothly and efficiently. Supervise the work of the team within the carpentry workshop on a day-to-day basis, to ensure a safe, efficient, productive, and pleasant working environment. Lead on projects as required, contributing, and using your experience to ensure that production activities and external projects are achieved on schedule and within budget and to the necessary quality.

DUTIES AND RESPONSIBILITIES

- To lead on projects, managing them through the workshop process directed by the Project / Contracts Manager
- To manage the workshop on a day-to-day basis or in the absence of the Workshop Manager, supervising and supporting the work of the team, and discuss with the Project / Contracts Manager any issues or concerns that need to be addressed.
- To devise solutions to technical challenges / problems within the carpentry workshop
- To maintain good communications and working relationships within the department and with other departments
- To assist in the professional development of the carpenters, and workshop assistants
- To work from a technical drawing or model to a high standard
- To ensure the companies activity conforms to health and safety requirements, including, risk assessments, operating procedures, and the general policies and procedures of the Company
- To ensure all carpentry workshop machinery is maintained and serviced regularly to the required standard
- To ensure the Workshop area is kept safe, clean, and tidy always
- When required, conduct all aspects of carpentry work on all the Holmes worksites.
- Any other duties that are reasonably required by the Project / Contracts Manager

The above list is not exhaustive, and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.