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| Job title | Working Supervisor (Building Fabric) | Date July 2025 |
| Reports to (title) | Lead B&C NW Project Engineer |  |
| Contract/Department | AWE | Revision |
| Location | Aldermaston |  |

Job purpose

Describe the overall purpose of the job in two or three sentences.

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| As the working supervisor you will be leading, supervising working alongside a small team of tradespersons on construction tasks or project. As the experienced trades supervisor, you will ensure SSOW, site procedure and CDM compliance with a strong knowledge and focus on good ESH culture and adherence. |

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

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| * Lead the onsite trades team in connection with all Building fabric works.
* Ensure compliance with SSOW, RAMS, procedures and standards necessary to maintain the operational activities and to provide a high-quality service to the customer.
* Support the line manager in the implementation of a programme of ongoing planned New Works across the contract in order to ensure a high standard of service.
* Proactively review, monitor, audit and inspect site performance. Identify and implement continuous improvements to eliminate or reduce risks arising during the construction or remedials works
* Responsible for work procedures and scope adherence
* Ensure that the day-to-day operations are conducted to the highest standards in order to satisfy and maintain company defined standards.
* Ensure compliance to all site and company safety standards, taking into account all legislative and regulatory requirements
* Be fit and willing to carry out specific training for working and supervising within controlled areas including radiological and beryllium area.
* The Company may require you to fulfil any other reasonable duties aligned to your position from time to time in line with business needs.
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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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| * Must possess good planning/organising skills and good verbal communication to lead a team of 2-6
* Must have a can-do attitude, be able to work under pressure and to deadlines.
* Must be able to lead with authority and manage conflict.
* Must enforce EMCOR site safety standards.
* Constant mental alertness to ensure attention to detail.
* Constant use of sight abilities whilst inspecting sites and reviewing documents.
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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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| * Good all-round knowledge of building Fabric & refurbishment
* Ideally NVQ is held in construction supervision or management
* Have experience in a Supervisory environment within Building fabric & refurbishment
* Have good people management, leadership, decision-making and communications skills.
* Be resilient under pressure and be able to converse confidently with staff and customers at all levels
* Knowledge of Health and Safety legislation
* Must have a can-do attitude, be able to work under pressure and to deadlines.
* Must be able to lead with authority and manage conflict.
* Must enforce EMCOR site safety standards.
* Constant mental alertness to ensure attention to detail.
* Constant use of sight abilities whilst inspecting sites and reviewing documents.
* Position will require the ability to pass and maintain a Security Clearance
* Outdoor environment, walking on uneven ground, accessing areas at height.
* Must be able to use required personal protective equipment.
* SC or DV security clearance an advantage
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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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| Must obtain and maintain required level of security clearance |

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| Line ManagerSignature |  |
| Print Name |  |
| Date |  |

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| Job HolderSignature |  |
| Print Name |  |
| Date |  |

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| *FOR HR USE ONLY:* |
| *Job Grade* |  | *EMCOR Competency Level* |  | *Training Profile UTC* |  |