

Job Description

Job title	Scaffold Supervisor	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To supervise and lead a team of Scaffolders to achieve health & safety objectives and to meet productivity, quality and delivery targets across a complex manufacturing site.

To provide leadership, visibility and direction to the Scaffold Teams whilst ensuring that the teams work to the agreed standards, to assist with co-ordinating the workload to ensure that tasks are prioritised correctly and to assist with implementing and supporting lean / continuous improvement activities such as 5S.

To continuously improve the service delivery to the Client by operating as the EMCOR lead on scaffold planning, reporting and document standards.

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.

- To be the focal point for all scaffold related issues on site.
- Ensuring strict compliance with health and safety - whilst actively demonstrating a positive behavioural safety approach at all points of contact.
- Supervision and line management of scaffold teams to SG4 &TG20.
- To provide the business with comprehensive risk assessments, method statements and basic estimating to fully support programme delivery.
- Ensure that all operations are undertaken with total adherence to legislative and local Health and safety regulations.
- Planning and allocation of scaffold works including material inventory, resources and managing scaffold budget.
- Produce all relevant best practice documentation as required to manage the projects including the management of Scaffolding requests and Labour – Timesheets/Daily Allocation sheets in collaboration with the EMCOR Management team.
- Reviewing design plans and engineering change notes ensuring that site engineering and quality standards are adhered to.
- Assisting with scoping and planning jobs, to include ordering equipment, arranging related activities such as access, isolations, and other such related tasks.
- Ensuring that delivery deadlines are achieved.
- Updating Computerised Maintenance Management System (CMMS) database.
- Deliver all the required outputs against the agreed KPIs whilst striving to improving performance beyond the baseline target
- Identify cost reduction opportunities resulting from improved / changed maintenance techniques.
- Log any delays and reasons which can be analysed to improve efficiency and reduce future delays.

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- To assist and support scaffold team with erecting and striking scaffold structures as production schedule demands.

Resource responsibilities

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

Person specification

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

- Qualified as 'Advanced Scaffolder'
- Knowledge and experience of NASC (National Access & Scaffold Confederation) SG4 and TG20 in scaffolding management.
- NEBOSH certificate or IOSH Working Safely (minimum)
- Demonstrated ability to lead, inspire and develop others
- Effective project planning and project management skills
- CITB Health, Safety and Environment (HS&E) Supervisors test
- Construction Industry Scaffolders' Record Scheme (CISRS) Advanced
- SITS (Scaffold Inspection)
- Carry out all duties and responsibilities with due regard for the company's 'Equal Opportunities Policy.
- Focused and Performance driven.
- Evidence of strong moral courage and leadership.
- Strategic thinker and expert problem solver
- Resilient under pressure

- Can demonstrate experience in planning, managing and delivering projects.
- Focused and Performance driven.
- Experience in risk management and mitigating those risks.
- Proven experience in Leadership and Management - Evidence of strong moral character and leadership.

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- Experience of supporting and developing team members.
- Experience of problem solving techniques – displaying an analytical and considered approach to problem solving and decision making.
- Experience of working in a dynamic environment and maintaining collaborative working relationships
- Supporting and valuing equality in the workplace and service delivery
- To be able to achieve high standards and targets within given time scales.
- Must be able to demonstrate a degree of judgement and discretion when assessing information and issues.
- Understands technical or complex information and can translate clearly to intended audiences
- Proven standard of IT literacy as well as good communication skills, both written and verbal.

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.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

Job Description

<i>FOR HR USE ONLY:</i>				
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>