



Job Specification

For: Electrical Engineering Supervisor

Ref: VR/01418

Job Description

There's a permanent opportunity for an Electrical Engineering Supervisor to join one of our flagship retail sites in Manchester City Centre

This role will be a single site role and will be managing a small shift team of 4 engineers

The Role

- To manage and supervise specified contracts and property portfolios to the required output and quality standards. To plan and organise all work associated with their responsibility in terms of both planned and reactive works. To act as a responsible point of contact for the Client for resolving any queries of a technical or performance nature.
- To liaise on a regular basis with the Client to ensure that all works – PPM and Reactive are being carried out in a satisfactory manner and within the requirements of the contract and without disruption.
- To manage a team of multi-skilled staff and nominated sub-contractors to ensure satisfactory completion of the contract.
- To liaise with the Call Centre to ensure that all works instructions are produced by Concept to all staff and ensure that all such instructions are clear and understood by their recipients.
- Check all returned Works Orders for tasks completed, materials booked and variations from original instructions and investigate any major anomalies.
- Organise ransom site inspections to ensure total compliance with processes and procedures and ensure that the Site Log Book is all correctly completed
- Authorise material purchases and stocks withdrawals
- Allocate plant and specialist equipment to enable work to be undertaken in the most cost effective and productive manner.
- Monitor the output, cost and quality of work of all subordinate staff and take remedial action where appropriate. Ensure all chargeable works that are carried out are captured and submitted for invoicing
- Monitor, liaise and control all work undertaken by specialist sub-contractors and authorise all their invoices as verification of their performance measurement.
- Participate in providing training and instruction to all employees on all the relevant H & S issues and randomly check that all employees are carrying out their work in accordance with the company H & S regulations and guidelines
- Monitor the attendance of works of all those employees for whom there is a direct responsibility and take remedial action in accordance with the laid down systems and procedures as and where necessary.
- Deal with all breaches of discipline at the earliest possible opportunity, referring serious cases to the Contract Manager immediately

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Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
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- Identify training requirements of all staff and put forward to the Contract Manger for incorporation into the company Training Programme.
- Carry out an investigation into all issues of all industrial injuries, theft or loss of plant and equipment and driving accidents. Prepare a brief report on the findings and submit to the Contract Manager within 24 hours of the incident. Ensure that all relevant documentation has been completed by all of the appropriate person(s).
- Control all additional costs for items such as overtime, travelling expenses, subsistence and all other variable allowances and only authorise payment when correctly requested and justified and consistent with the work carried out and all in accordance with the approved reimbursement allowances.
- Participate and co-ordinate all emergency arrangements and responses when and if the need arises.
- Maintain good working relationships with the Client, office staff and the end users, resolving all operational difficulties where appropriate and seeking, demonstrating and ensuring a “can do” attitude and a “nothing is too much trouble” mentality to all works undertaken.
- Make recommendations to the Contract Manager on matters that will improve the productivity, costs, quality etc. of all work for which the Company has a responsibility.

Hours of Work

- Monday to Friday, 8.00am-5.00pm

Benefits

- Additional earnings available through overtime - if wanted
- 25 days annual leave plus Bank Holidays, plus option to purchase an additional 5 days leave every year
- Life Assurance
- Private Medical Insurance Single Cover on completion of 12 month' service, with the opportunity to pay for additional cover for partner/dependants
- Flexible Benefits Scheme – including eye care voucher, store discounts for major retailers, salary sacrifice electric car vehicle lease scheme, personal IT equipment loans, impartial financial/savings guidance
- Access to wellbeing programmes
- Company Sick Pay
- Employee recognition programmes which reward exceptional achievements
- Employee Referral bonus with generous bonuses for ‘referring a friend’
- The opportunity to use one working day per year volunteering to help the local community
- Employee Assistance Programme - free, confidential 24/7 365 support on all lifestyle matters
- Smartphone/ Tablet, uniform, PPE

Qualifications and Experience Required

- Team management experience
- City & Guilds Electrical Level 3 or equivalent
- 18th Edition
- Previous experience working in a Supervisor role is essential

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The organisation is committed to equity, diversity, and inclusion. We ensure that every applicant is treated fairly and respectfully throughout our selection process. If you require any adjustments, please inform us in confidence. Our talent acquisition team is here to assist you.

Compiled by : **Fiona Louch**
Compiled on : **05/01/26**

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