

## CCS Gas Service & Breakdown Supervisor Job Description

<b>Job Title:</b>	<b>Gas Service - Supervisor</b>	<b>Job Category:</b>	Gas & Mechanical
<b>Department/Group:</b>	Social Housing Service	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Andover / Yeovil	<b>Travel Required:</b>	Yes to site and office
<b>Level/Salary Range:</b>	£37,500- £40,000 P/A	<b>Position Type:</b>	Full-time
<b>Senior Contact:</b>	Scott Gill/Danny Gladwyn	<b>Date posted:</b>	NA
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	NA

### Applications Accepted By:

**E-mail:**  
nicki.grimison@correctscs.co.uk

**Attention:**  
Nicki Grimison

**Mail:**  
Nicki Grimison  
Unit 21B Hopkinson Way  
West Portway  
Andover  
Hampshire. SP10 3ZE

### Job Description

#### Job Purpose:

Carry out supervision of Gas/Heating maintenance and repairs to client properties and major contracts; always conduct themselves professionally and responsibly on behalf of CCS Limited. Also carries out all works in line with Gas Safety Installation and use Regulations, Gas Safe requirements and other industry regulations/company procedures and stipulations.

#### Duties:

- **Supports the Installation Contracts Manager in the day today operations.**
- Develops apprentices by supervising and training on different elements of their portfolio.
- Provide or information share to aid development of trade staff by the same opportunities.
- Resolves technical problems/communication with staff, analysing data, and identifying solutions with the Installation Contract Manager.
- Provides information by answering questions and requests to engineers & clients.
- Maintains contract KPI's and quality standards of the company by installing efficiently and safely with a high-quality finish.
- To deliver a high-quality service to the client and their customers, having respect for all individuals and meeting the challenges presented.
- Carries out all works strictly in line with company procedures and all standards within the industry: - Gas Safe, Gas Regulations, code of practice and best practice.
- Supervision overall or servicing and maintenance works across contracts.



- To liaise with residents and CCS clients as and when required about the works being undertaken.
- To ensure all PPE is present and always correct including Covid-19 specific measures.
- Ensure all equipment is calibrated and in good working order.
- Manage van stocks for engineers and changes each season
- To manage call out rotas for engineers in advance.
- Manage and educate operatives on quality of documentation completed, complete QC checks on all documents provided daily.
- To be responsible for all equipment owned by CCS and ensures the maintenance and upkeep of such equipment.
- To ensure all appointments are kept and all CCS tenants/clients are kept informed.
- To carry out duties as required by any senior manager or member of staff representing such manager.
- To stay up to date with all gas safety legislation and codes of practice involving your given discipline and provide this via TBT's to operatives regularly.
- Carry out all reporting of variations to any works and updating administration department of changes to requirements on site.
- Responsible for engaging and attending all staff briefings and company functions.
- Contributes to team effort by accomplishing related results as needed.
- Liaison with all other engineers and staff to ensure targets are reached, organizing electrical works and building works on any given installation.
- Production of a safety certificate or job sheet for all works, any other reports or records required for the works.
- Submitting a valid and accurate time sheet, delivery notes, expenses and any other documentation weekly.

**Skills/Qualifications:**

- General competence in the given trade, CCN1, CENWAT, CKR1, HTR1, CPA1.
- C&G Energy efficiency.
- NVQ 2 or equivalent.
- Unvented hot water systems would be advantageous.
- Good fault-finding skills.
- Punctuality, professionalism, flexibility and working knowledge of Mobile PDA.

**Experience Required:**

- Minimum of 3 years' experience at supervisory level.
- Experience of working within the Social Housing sector on gas/renewable maintenance contracts.
- Experience Supervising others
- Experience of working with residents and clients directly.
- A clean UK driving license and DBS check will be required.
- Working within the renewables industry

**We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.**

Reviewed By:	Danny Gladwyn	Date:	07-11-2021
Approved By:	Danny Gladwyn	Date:	07-11-2021
Last Updated By:	Danny Gladwyn	Date:	07-11-2021