

Job Overview:

Commissioning Supervisor

Job Title: Commissioning Supervisor	Location: Field-based	Company: Gratte Brothers Security Systems & Software (GBSS&S)
Reporting to: Operations Director		

Job Purpose:

This field-based role will be responsible for the co-ordination, programmed delivery of commissioning and lead Field Engineers to all projects that the company undertakes. The Operations Administrator will support the post-holder with all administration including forward planning to pre-book directly employed resource as far in advance as possible. This will include ongoing review of all current procedures and documentation and updating, amending and adding to reflect best practice, delivering efficiencies and industry changes and standards. The Commissioning Supervisor shall conduct audits of completed projects to ensure that all elements of the testing, inspection and commissioning are carried out and completed to company and legislative procedures. The documentation, control and updating of current and required skills & knowledge of the commissioning engineers shall also be the responsibility of this position coupled with the production of training plans & proposals into the business.

Key Areas of Responsibility:

- Ensure that all company procedures are being adhered to on all projects.
- Ensure compliance with NSI procedures in all areas of team's activities.
- Assist in the development of (and improvements to) the commissioning procedures.
- Ensure that all client specification procedures are being adhered to on all projects.
- Ensure that client-specific commissioning procedures are adhered to on all projects.
- Ensure total compliance with all health and safety requirements relative to commissioning on all projects.
- Provide support to site engineers regarding queries or problems that may impact successful completion of the project.
- Ensure that all projects undertaken are compliant with all legislative and statutory codes of practice.
- Provide support to site engineers regarding queries or problems that may impact successful completion of the project.

- Carry out audits on completed projects to ensure that all company procedures and documentation has been adhered to.
- Assist and support the annual NSI audit inspections in terms of project product audits.
- Develop the skills of GBSS&S site engineers via the commissioning engineers.
- Manage the delivery of client end user training of completed installations.

This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.

Knowledge & Experience:

- Experience of working in an administrative role.
- Experience of operating a range of office equipment.
- Demonstrate proficiency in the use of software applications required for the position.
- Recognise trends in theory and in the practice of one's own technical area and effectively prepare for anticipated changes.
- Use a wide range and depth of technical or specialised knowledge and skills.

Attributes & Skills:

- Continuously build professional knowledge, keeping up to date on the technical or procedural aspects of the job.
- Review and amend, update, or add any required documentation to standard company process.
- Resolve technical issues on projects undertaken in conjunction with Project Manager and Technical Manager.
- Provide technical support to the company as and when requested.
- Provide accurate, consistent numbers on all paperwork.
- Provide information on a timely basis and in a usable form to others who need to act on it.
- Follows policies, procedures, safety, and security measures in using various equipment.

Qualifications:

- N/A