

Job Description

Plant and Equipment Supervisor	
Grade	F
Directorate	Operations
Place of Employment	The Dockyard, Griffin Lane, Thorpe St Andrew

Main Purpose of the Job:

To take a lead role, managing the Senior Fitter and Fitters and working with Operations Technicians, Volunteers and other Supervisors to maintain plant and equipment in good working order and ready for operational needs. To ensure that the Authority's vessels, plant, equipment and vehicles are properly maintained, operate reliably and are ready for service. To operate the Authority's workshop and maintenance facilities, making sure that they are provided with equipment and materials for efficient operations and to assist in maintaining the workshop in a safe and operational manner..

Main Activities and Responsibilities:

1. In liaison with the Head of Construction, Maintenance & Ecology, Head of Ranger Services, Construction and Maintenance Supervisors and Visitor Services Supervisor design and arrange the annual programme of refit and maintenance work on the Authority's launches, trip boats, vessels, vehicles, plant and equipment ensuring that the programme is achieved. Main roles are to undertake the line management of Senior Fitter and Fitters; produce fully resourced and costed work programmes; ensure accurate recording of maintenance and servicing carried out; and ensure all necessary certification of vessels and plant is maintained.
2. Oversee all work on Broads Authority plant and equipment covering electrical repairs, hydraulic repairs/replacement, servicing/overhauling, component replacement and fabrication. This requires an understanding of electrical systems and hydraulics, plus welding experience. Undertake rigging and de-rigging of cranes, supervising other staff as required.
3. Respond promptly to calls for assistance from the Authority's staff in the event of mechanical defect or failure of any of the Authority's vessels, vehicles, plant or equipment. Undertake such repairs as are practicable and organising repair by contractors as appropriate.
4. Source and purchase materials, spares and supplies for repair and maintenance of the Authority's vessels, vehicles, equipment, trip boats and launches ensuring that adequate stocks of consumable materials are maintained for regular repair and maintenance tasks.
5. Maintain a high standard of cleanliness around the Dockyard and in the workshop/vehicles. Ensure all works are undertaken in accordance with the Authority's Health and Safety policies.
6. Responsibility for procurement of spare parts and materials required for repairs, as per the Authority's procurement policy and financial processes. Keep records of maintenance works

undertaken including timesheets, on all Authority vessels, vehicles, plant and equipment and assist in the development of a long-term refit programme and repair regime.

7. Operate various vessels, plant, equipment and cranes including crawler cranes, 360 excavators, tractor & trailer and telehandler, as directed by the Head of Construction, Maintenance & Ecology.
8. Ensure that workboats, pontoons, wherries and launches are safely moored and secured at the Dockyard and checked if unattended.
9. Carry out planned inspection and routine maintenance of vessels, plant and equipment in accordance with all legal requirements (including LOLER and PUWER Regulations) as required.
10. To be a Lift Supervisor to carry out lifts safely following the procedures documented in lift plans and LOLER requirements.
11. Maintain a high standard of maintenance to Operations Directorate vehicles, ensuring regular checks to tyre pressure, worn tyre awareness, oil level, windscreen wipers/water checks, visible lights etc, and MOT/service bookings as necessary.
12. As appropriate, to be included in the emergency call-out list provided to police, coastguard and emergency services and, in the event of an incident, to attend and help mobilise the Authority's response.
13. To carry out other duties appropriate to the nature and grade of the post as directed by Head of Construction, Maintenance & Ecology.

Key Relationships:

1. Reports directly to the Head of Construction, Maintenance & Ecology
2. Works closely with other Supervisors to ensure plant and equipment is available for the broad range of projects carried out within the Operations Directorate.
3. Line management of Senior Fitter and Fitters.
4. The boating and general public, including riverside business owners and landowners, members of other public services including the Emergency Services, HM Coastguard, Port and Harbour Authority, Environment Agency, Natural England and Non-Governmental Organisations (NGOs).

Person Profile

Specification	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ▪ Professional qualification and/or engineering background in the maintenance /repair of diesel engines/plant, ideally HNC/HND in mechanical engineering ▪ Experience in undertaking refits on vessels ▪ Experience and formal training in the use of some or all the following: - lifting operations (including crawler cranes, excavators and telehandlers); metal fabrication (including welding, abrasive wheels and gas cutting); power tool use and maintenance (including chainsaws, brushcutters; generators, pumps etc); boat handling and operation (including wherries, workboats and smaller outboard engine vessels) and wheeled and tracked plant (including tractors, dumpers, trailers etc) ▪ PAT testing qualification ▪ Oil pollution training ▪ VHF Radio Operators certificate ▪ RYA Powerboat Level 2 ▪ Emergency First Aid ▪ Current driving licence 	<ul style="list-style-type: none"> ▪ GRP fibreglass/laminator experience ▪ Specialist knowledge in working in a workshop ▪ Paint and varnish skills ▪ Hydraulics experience ▪ Experience in a broad range of construction skills such as dredging, piling, surfacing, earthworks, landscaping, timber construction, general building work
Specialist Knowledge & Skills	<ul style="list-style-type: none"> ▪ Advanced boat handling experience/skills ▪ Knowledge of the Broads navigation ▪ Carrying out risk assessments ▪ Manual handling ▪ Read and interpret technical drawings. 	<ul style="list-style-type: none"> ▪ Read and interpret construction drawings

Specification	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Supervising and mentoring capabilities for up to 5 operatives. 	
Mental Skills	<ul style="list-style-type: none"> ▪ The post will require the use of judgemental, creative and developmental skills to solve varied problems over the short-medium term i.e. considering annual programmes of work ▪ A flexible approach and attitude to encompass a wide range of tasks and work that the Operations Teams undertake ▪ Able to adapt designs while constructing in the workshop so that they work on site 	
Interpersonal & Communication Skills	<ul style="list-style-type: none"> ▪ The post will involve advisory and guidance to work colleagues and volunteers. ▪ The ability to negotiate and influence, such as when representing the Authority in negotiations with contractors. ▪ The post will involve talking to contractors and staff e.g. explaining the nature of the project ▪ Good oral and written communication skills (confidence, accuracy and detail) ▪ Able to manage a small team of multi-skilled fitters and volunteers, including mentoring, training and leadership. 	

Specification	Essential	Desirable
Physical Skills	<ul style="list-style-type: none"> ▪ The postholder is expected to deliver projects of a high specification and therefore the job has a high demand for precision ▪ Ability to operate a wide range of vessels including at high speed and in all weathers in day/night conditions calling for precision and skill in handling and navigation 	
Initiative & Independence	<ul style="list-style-type: none"> ▪ Able to work as an individual or as part of a team ▪ To demonstrate initiative when solving issues regarding the delivery of work programmes and maintenance schedules ▪ To be able to work within guidelines from line manager but demonstrate ability to solve engineering problems quickly without ready access to manager 	
Physical Demands	<ul style="list-style-type: none"> ▪ Whilst carrying out repairs to vessel, plant and equipment requires considerable physical demands with periodic requirements for very high physical effort ▪ The use of vessel and heavy plant etc requires prolonged periods of sitting in constrained position in cabs 	

Specification	Essential	Desirable
Mental Demands	<ul style="list-style-type: none"> ▪ Able to cope with conflicting demands in prioritising workload ▪ The operation of heavy plant and vessels and use of other tools and equipment requires prolonged periods of concentrated sensory attention 	
Emotional Demands	<ul style="list-style-type: none"> ▪ Contact with the public, suppliers and contractors may occasionally place some emotional demands on the post holder ▪ May be infrequently exposed to serious or fatal accidents involving animals and people. 	
Responsibility for People	<ul style="list-style-type: none"> ▪ Responsibility for health and safety for repair works has some direct impact on the well-being of the staff, public and contractors. ▪ Ensuring the maintenance of safe and reliable plant, vessels and equipment has a direct impact on the staff and volunteers who use them. 	
Responsibility for Supervision	<ul style="list-style-type: none"> ▪ The post holder line manages up to 4 members of staff and is required to supervise other staff and volunteers that may from time to time be assisting in refit works in the workshop. ▪ The post holder supervises the work of contractors involved in refit and/or other maintenance contracts whilst on the Authority's sites. 	

Specification	Essential	Desirable
Responsibility for Financial Resources	<ul style="list-style-type: none"> ▪ Responsible for procurement of various parts, equipment and supplies. ▪ Credit card holder ▪ Approve invoices as a level one signatory on the approved system. 	
Responsibility for Physical Resources	<ul style="list-style-type: none"> ▪ Responsible for the maintenance and repair of wide range of valuable equipment vessels, plant, vehicles, launches and workshops. ▪ Responsible for safety and security of the equipment used and stored in the Dockyard workshops and associated outside storage. 	
Working Conditions	<ul style="list-style-type: none"> ▪ At times this role will involve working in disagreeable, unpleasant and hazardous conditions for example in very restricted confined space or on site working in any weather 	

Last updated: October 2024