

# JOB DESCRIPTION

**Job Title: General Manager**

## KEY RESPONSIBILITIES

1. Booking in installations and repairs as they come in
2. Ensuring that the periodic servicing is done, and SLAs are met
3. Completing and issuing relevant RAMS where required
4. Speaking to customers, answering technical queries
5. Keeping staff and contractors up to date with training and HSE expectations
6. Reporting to the directors
7. Managing day to day running of the engineers and contractors
8. Making sure the correct equipment is sent out to engineers
9. Day to day monitoring of test certificates returned to the office,
10. To supervise and oversee small to medium sized electrical contracts including the management of day work jobs.
11. Arrange labour and materials to complete the project on time and within budget

## Qualifications:

- Qualified to 17th/ 18th Edition wiring Regulations
- C&G 2391 Test and inspection
- Full UK driving Licence

## Experience:

- Previously in a management role
- Minimum 5 years electrical
- Understands RAMS and Health and Safety procedures

## 2) Communication

- a) Communicate, to appropriate people, information obtained on such subjects as customer activities, competitor activities, product applications, problems and opportunities in a timely and effective manner.
- b) To utilise company systems to facilitate effective communications.

## 3) Personal Aspects

- a) To identify and communicate any problems/barriers affecting realisation of potential business or opportunities for improvements to your manager, with suggestions for resolution where possible. Do not wait to be managed.
- b) To be familiar with the Staff Guide, Management Philosophy and Leadership Philosophy and live the Company Values. Be aware and understand the company's policies.
- c) To take responsibility for your own Personal Development Plan (PDP) and assist in documenting good practice.
- d) To carry out any reasonable tasks in accordance with your position, aiming to add value.

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- e) To acquire and maintain an appropriate knowledge of adi products, services and customer applications, industry and process knowledge.
- f) To keep abreast of competitor activity and market conditions, pertinent to your specialisation.
- g) To operate to company and agreed procedures on document handling and other relevant data sheets.
- h) To operate with high integrity at all times.
- i) To ensure that at all times you operate within health and safety guidelines, both adi's and site specific.

#### **4) Quality, Environmental, Health and Safety**

- a) Abide by the principals and practices of equal opportunities as laid down in the Trust Equal Opportunities Policy.
- b) Be familiar with and adhere to the below company policies and procedures :-
  - Employee Handbook
  - Driving for Work Policy and Handbook
  - Quality Environmental Health and Safety Handbook and associated procedures
- c) Comply with risk assessments and method statements
- d) Always use the PPE specified in risk assessments and method statements
- e) Ensure all operational procedures, safe working practices and Health and Safety procedures are adhered to.
- f) Comply with customer site rules and security procedures as required

#### **5) General Duties**

- g) Be flexible within the broad remit of the post.
- h) Take direction on priorities from the Director, which may vary from time to time.
- i) Carry out any other reasonable projects, tasks or duties to support the business as directed by line management.
- j) Any other duties the Company considers appropriate to your abilities, including duties which would not normally be associated with your job title.