

<b>Job title</b>	<b>Technical Supervisor (Mechanically biased)</b>
<b>Reports to</b>	<b>Technical Department Manager</b>
<b>Responsible for:</b>	<b>Technical Staff</b>

## 1. Purpose and Scope

- To support delivery of an effective and efficient technical services and facilities maintenance function across each of the Cardiff Airport sites.
- Effective delivery of compliance based regulatory and safe systems of work procedures for maintenance and facilities services across all Cardiff Airport sites.
- To effectively ensure oversight of staff with their daily PPM work schedules and any known reactive tasks planned from start to finish.
- Supervision of technical staff in order to maximise and ensure delivery of a complete maintenance service across the Cardiff Airport & St Athan sites.
- To oversee and maintain a high standard of Health and Safety and compliance related deliverables.
- Provide a hands-on approach when liaising with other operatives, sub-contractors and stakeholders to ensure a consistent and professional service.
- Effective delivery of Cardiff Airports Control of Contractors policy and procedures.

## 2. Key Accountabilities and Role Outputs

To assist the Technical Manager with the Supervision and day to day running of the Facilities Maintenance department:

- Health & Safety (Safety Management System SMS).
- Oversee and deliver regulatory compliance standards for Electrical systems, Airfield Lighting, HVAC and Mechanical systems, Gas, Water and Pressure systems across the Cardiff Airport sites.
- Liaise and coordinate with the Technical Manager with regard to the monthly PPM and workload for the collective maintenance teams, producing a monthly planning schedule.
- Production of a weekly workload plan for each sites maintenance teams and identify shortfall in resources early on through detailed monthly rosters.

- Day to Day planning and overseeing any reactive works.
- Monitor technicians work auditing as required to meet service delivery standards.
- Engagement, supervision and control of sub-contractors.
- Assist and the delivery of new and proposed business projects.
- Provision of supervision, technical advice and practical support to Cardiff Airport Technical FM Team.

This job description is intended to reflect the post holder's duties that would normally be expected to be undertaken. Owing to the nature of the post, the above duties are not exhaustive and the Company may require you from time to time to undertake additional duties within your capabilities

All job descriptions are subject to regular review and the Company reserves the right to make any reasonable adjustments to this job description as required.

### 3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the airport. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- adequate resources are provided for health and safety.
- health and safety is adequately assessed, controlled and monitored.
- our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- it shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees.

## 4. Skills, Knowledge and Experience

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Time served indentured apprenticeship or similar in the mechanical engineering sector.</p> <p>IOSH Managing Safely/NEBOSH General Certificate.</p>	<p>18<sup>th</sup> Edition Electrical qualification.</p> <p>Good knowledge of electrical systems with recognized qualification.</p> <p>HNC in a suitable engineering subject.</p>
<b>Experience</b>	<p>Technical/supervisory experience with FM Building Services.</p> <p>Experience with supervising staff and teams.</p> <p>Safe systems of work. (Authorised Person)</p> <p>Management of Legionella.</p>	<p>Confined space trained.</p> <p>Asbestos awareness training.</p>
<b>Knowledge</b>	<p>BMS Systems.</p> <p>Gas Appliances. Heating Plant.</p> <p>HVAC plant.</p> <p>Plumbing and drainage systems. Standby generator sets, Passenger/ goods lifts.</p>	<p>Knowledge of airport /aerodrome environment.</p> <p>CMMS systems.</p> <p>Baggage handling system.</p> <p>Airfield Ground Lighting Systems.</p>
<b>Skills</b>	<p>Interpersonal skills.</p> <p>Good communication skills, both verbal and written.</p> <p>Computer literate – Microsoft Office applications.</p>	

<p><b>General</b></p>	<p>Ensure a high standard of professional pride and “can do” mentality.</p> <p>Ability to work under pressure and to achieve outcomes.</p> <p>Highly motivated and dynamic individual with good leadership skills.</p> <p>Flexible working with other stakeholders to the business.</p>	
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**Employee signature:**.....

**Date:**.....