



HIRE SOLUTIONS

FOREMAN – JOB DESCRIPTION

BACKGROUND INFORMATION

POSITION: Workshop Foreman

FUNCTION: To oversee the efficient running of the workshop, maximise availability of plant for hire, work within budgets, allocate and monitor workload of workshop staff, coach and develop workshop staff and ensure health and safety of all employees within the depot workshop.

LOCATION: Depot based

REPORTING TO: General Manager

RESPONSIBILITIES

- Ensure that no more than 5% of the total fleet holding at the depot should be under repair at any time
- Ensure consistent availability of Top 50 items of equipment
- Use Smart Office to order parts and spares within authorised limits
- All plant and equipment should be repaired, serviced and cleaned before every hire. A planned maintenance programme should be implemented to ensure that adequate servicing takes place thereby reducing downtime and repair costs
- Plant under repair awaiting parts or delayed for any reason should be separated from plant ready for hire and clearly labelled with all relevant details which will assist future completion.
- Implement and maintain an appliance testing system covering all relevant plant, ensuring that it complies with all current legislation. Also ensure that an accurate and up to date record is kept of all testing and that plant is labelled correctly
- Ensure that all company vehicles are maintained in accordance with manufacturers' instructions. A planned maintenance programme should be devised for each vehicle and displayed on a suitable wall chart
- It is essential that complete and accurate records be kept of all servicing and repairs carried out on selected product groups in the hire fleet, and on company vehicles.
- A system for monitoring plant breakdowns should be maintained and regularly assessed
- Maintain a system of inspection of all off hired plant to identify damages and shortages that should be charged to customers
- The workshop and yard area must be kept in a clean and tidy condition at all times
- Review and establish the training needs of workshop staff and where appropriate provide one to one coaching

- Ensure adequate staff cover at all times by vetting holiday requests and monitoring weekend attendance. In consultation with General Manager, review staff performance and workshop efficiency
- Ensure best safe working practices are adhered to at all times and that appropriate PPE is being worn by all staff. Report all incidents/accidents

PERFORMANCE INDICATORS

- Ensure availability of Plant & Top 50.
- Meet or exceed budgeted repair revenue
- Fleet maintenance within budget
- Workshop efficiency, cleanliness and tidiness
- Meeting deadlines
- Managers feed-back