

JOB DESCRIPTION: Field Supervisor

LOCATION: Head Office, Units 1-6, Old Station, Higham, Bury St Edmunds

REPORTING TO: Contracts Manager

RESPONSIBLE FOR: Managing site operations and supervising the installer crew

Job Role: Working with Aran's Management team to provide supervision of the installations to enable completion of contracts in accordance with the requirements of our third-party accreditations and in line with Health, Safety and Environmental requirements. This will entail regular site visits to ensure works are being completed to the specification. Preparation & collation of all required paperwork to enable invoicing & handover as required, projects require inspection on completion to ensure all works completed & correctly, inspection forms to be completed, hand over forms to be issued to client on completion, primarily throughout East Anglia, South East and Midlands areas of England.

Key Responsibilities:

- Provide effective site supervision to ensure high-quality workmanship and adherence to project timelines
- Oversee the smooth running of on-site contracts to ensure timely and efficient project delivery
- Ensure compliance with health and safety regulations across all sites
- Monitor and verify that all works are carried out to required standards and specifications
- Conduct monthly audits and inspections to assess site conditions and performance
- Attend site meetings to discuss project progress, concerns, and solutions
- Facilitate site handovers, ensuring all necessary documentation and instructions are in place
- Manage complaints and resolutions, addressing client or team concerns promptly
- Oversee the management, maintenance, and usage of plant, tools, and equipment
- Coordinate servicing, repairs, and replacements of equipment as needed
- Provide training and support to field staff to enhance skills and ensure compliance
- Perform regular van checks to ensure vehicle readiness and safety
- Maintain warehouse organization and ensure all materials are properly stored and accounted for
- Maintain and organise own diary, ensuring efficient scheduling and task prioritisation
- Address and resolve onsite issues as they arise
- Handle and respond to daily calls and inquiries from employed installers, surveyors, subcontractors, and customers, ensuring their needs are addressed quickly and effectively
- Perform additional ad hoc duties as required by the business to support operational needs

Contract Duties:

- Work closely with the Management team on various projects, conducting site inspections to identify potential issues, risks, and opportunities for additional work.
- Manage multiple projects at once, ensuring efficient time management and attention to detail.



- Attend project meetings and technical discussions, contributing insights on project feasibility and challenges.
- Communicate effectively with clients, subcontractors, the public, and colleagues to build and maintain positive relationships.
- Visit potential new sites to assess their suitability and gather information for project planning.
- Develop and maintain strong working relationships with installers, surveyors, subcontractors, and other key stakeholders to ensure smooth project execution.
- Manage labour and subcontractor needs, listening to clients and using experience to understand and exceed their expectations.
- Perform other ad hoc duties as required to support the business's ongoing needs.

Essential:

- Full UK car driving license and meet our insurers requirements for cover
- Site Supervision Experience: Preferably within the insulation, retrofit, and renewables sectors.
- Client and Contractor Management: Skilled in dealing with clients and contractors, including managing expectations and resolving disputes.
- Conflict Resolution: Proficient in handling complaints and managing conflict effectively, ensuring timely and satisfactory resolutions.
- Communication Skills: Excellent communication abilities, with a talent for building strong relationships and fostering collaboration among teams and stakeholders.
- Problem-Solving Ability: Capable of acting swiftly in a fast-paced environment, demonstrating a proactive, problem-solving approach to unforeseen challenges.
- Quality-Driven: Strong commitment to ensuring installations are completed 'Right First Time', consistently aligning with company values and quality standards.
- Leadership Experience: Proven experience leading teams, providing direction and motivation to achieve project objectives efficiently and to a high standard.

Desirables:

- CSCS
- SMSTS / SSSTS Managing Safety
- IOSH

The Field Supervisor will be based on site and will work Monday to Friday 8am to 4pm, however on occasions will be required to work outside these hours. Staff are required to attend occasional training courses, conferences and meetings that may necessitate staying away from home overnight.

Note:

This is a description of the job as it is constituted at the date shown. It is the practice of Aran Insulation Limited to periodically review Job Descriptions to ensure they relate to the job performed, or to incorporate any proposed changes.

Aran Insulation Limited is fully committed to Equality, Diversity and Inclusion in all areas of our business including the appointment of staff. We ensure that applicants who meet our shortlisting criteria are invited to our recruitment process.



Due to the nature of our work, we undertake criminal record checks with the Disclosure and Barring Service for all successful applicants, and periodically thereafter. Should an applicant not satisfy our background checks any conditional offer of employment or employment may be withdrawn.

Description prepared by: Craig Thomson (Director Of Operations)

Date: 28/01/2025