

Site Supervisor

ROLE: You will be reporting directly to the Operations Manager. Flexibility is needed as the nature of the business is not your regular office hours.

Key tasks will include:

- Ensure all GRID company policies, procedures, WH&S and other legislative Instruments are followed by staff;
- Ensure staff maintain the appearance of all vehicles at an optimum level;
- Ensure vehicles are cleaned to the GRID standard specification;
- Report of any defects in the vehicle or equipment;
- Maintain a clean and tidy service area;
- Ensure staff use personal protection equipment (PPE) as trained;
- Assist other team workers if required to ensure vehicles are ready for dispatch;
- Be able to communicate with client site staff
- Undertake any other duties as operationally directed
- To attend work in clean uniform provided.

Key Responsibility Areas

1 **TRAINING:** Ensuring quality systems of the GRID are effective by:

- Attend training standards workshops/presentations as required.
- Ensure the standards are maintained on site.
- Attend Annual Symposium

2 **ADMINISTRATION** Ensure administrative compliance by:

- Maintaining work sheets and other material related to the position role.
- Correctly record and report all incidents and accidents on company forms.
- Record vehicle and shift information as directed.

3 **TEAM WORK** Supporting colleagues and service delivery by:

- Working collaboratively as a member of the fleet presentation team.
- Participating in the growth and development of the team.
- Maintaining a current Drivers' License.

4 **CONFIDENTIALITY** Ensuring business confidentiality by:

- Protecting the confidentiality of staff, company business information and practices.

Physical Abilities /Requirements

- Ability to stand, walk, reach, stoop, bend and kneel and be able to lift, carry 20kgs;;
- Good physical condition as determined by pre and post-employment inquires and health report;
- Must be able to pass pre-employment and random drug testing;
- Must have good hearing and listing skills;
- Must be able to work shifts or flexible work schedules as needed; and
- the employee is generally subjected to long periods spent standing, working in good and extreme weather conditions.