



JOB DESCRIPTION

Job Title: Marine Services Lead Supervisor	
Department: Operations	Job Holder:
Responsible to: Marine Services Manager	
Main Duties and Responsibilities: Is responsible for the day to day running of the Marine Services business	
1.	Responsible for operating within the Health, Safety and Environmental procedures set by the Company and ensuring own and others adherence to these procedures
2.	Takes day to day responsibility for the efficient running of boat repair business, both projects and conversion works from take-in-hand stage through to completion within agreed budgets, timescales and quality requirements.
3.	Through effective communication with the Operations Manager and Capability Leaders ensures that appropriately skilled trades teams are created to meet contract commitments
4.	Manages the 'team' resources and co-ordinates workload ensuring delivery of marine services targets and objectives
5.	Is responsible for making sure that the 'team' undertake all production tasks in line with Company Health, Safety and Environmental requirements, ensuring a safe and clean working environment is maintained at all times.
6.	Responsible for the generation and implementation of risk assessments that are pertinent to the tasks undertaken
7.	Maintains quality standards by ensuring that all team members are made aware of and production tasks are completed in accordance with the Company Quality Management System, specific Technical Specifications and standard Company procedures
8.	Ensures the most appropriate, available equipment is selected for the task, oversees the correct operation of the equipment by competent team members and furthermore ensures returned equipment is left ready for use or marked/reported as unserviceable
9.	Gives advice, support and job related direction to the team
10.	Communicates as required to ensure team members are made aware of team goals, targets and achievements
11.	Promotes continuous improvement initiatives and plays a key role in supporting and delivering projects
12.	Takes responsibility for working with other staff to ensure that there are arrangements in place to lock up the workplace at night.