



## Job Description

Job Title : Shift Manager  
Position : Hourly Paid  
Working Hours : 40+ Essential Overtime  
Responsible to : General Manager  
Responsible for : Teams comprising fitter/winders and machinists

## Section 1 - Qualifications

- Proven ability to manage people
- Proven ability to manage situations to strict deadlines
- Proven organisational skills
- Proven interpersonal skills
- Strong personality and enthusiastic ability
- Qualification by experience or degree level
- Understanding of modern rotating machines such as pumps, gearboxes & electric motors
- Current Driving License

## Section 2 – Job Summary

- Total accountability and responsibility for all aspects of managing the business during the shift times
- Line management of personnel
- Quality Assurance compliance
- Health & Safety compliance
- Control and improvements to reliability of repairs and projects.

### Section 3 – Key Tasks

- Management of day to day production for both normal and emergency jobs
- Manage staff to comply with Employee Handbook
- Raising job cards, advice notes, purchase requisitions necessary to the shift
- Keeping customers informed at all times
- Dealing with authorized suppliers for spares & services
- Maintenance of shift log
- Allocation of work to staff and authorisation of their cost and clock cards
- Assume responsibilities for Works Manager for Health & Safety when he/she is not on shift
- Total security of employees and property whilst on shift

### Section 4 – Other Requirements

**Motivation -** The position calls for a highly committed, well-motivated person who is willing to work long hours, often at short notice.

**Flexibility and Adaptability -** The position calls for a person to adapt not only to the company, service and quality policies, but also its culture.  
An ability to adapt to new or redefined arrangements, skills and working circumstances is also required.

**Candidate -** It is likely the successful candidate will have gained experience from within the Electro-Mechanical repair industry.

**Note: The description is not intended to establish a total definition of the job but an outline of the duties.**