

Site Service Department Manager

This is a fantastic opportunity for an experienced Site Service Manager to join an established family-owned business in Leeds. Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultra-low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

The Role:

Managing and coordinating all site team staff, activities and scheduling of the site service function for contract installations (fitting, wiring, pre-commissioning of power and distribution transformers), post contract investigations, corrections, and any ad hoc site requirements.

Key areas include:

- To lead the site services team in the effective delivery of all site related activities from the build and SAT of Power & Distribution transformers to after sales warranty related site work.
- To build a highly effective site services team capable of delivering against WPS strategic growth objectives.
- Be responsible for the P&L performance of the site services function and identify additional revenue opportunities to compliment our customer base and capabilities.
- Lead all aspects of site management including RAMS, training, certification and document control.
- Ensure all H&S requirements are in place and adhered to at all times whilst identifying opportunities for improvement.
- Liaise with the Contract Managers and Head of QHS regarding any element of sitework/warranty work, contacting the relevant Customer representative at site to discuss the elements of the task so that proper preparation of the site operatives attending takes place.
- Undertake site surveys where necessary, collating all relevant information which may be required relating to upcoming sitework, and produce a report inclusive of photo's, drawings, special requirements and details from the site.
- Plan how the site work will be undertaken safely, noting any additional material or equipment required to do so along with any access requirements for discussion with the customer.
- Produce Risk Assessments and Method Statements, collate all relevant drawings, work orders, CoSSH certificates, MSDS sheets, training certificates etc, to produce a comprehensive pack that is acceptable to the customer's requirements and ensures the site operatives attending have all the relevant information they may require.
- Plan resources efficiently by gaining full understanding of the task, equipment, skills and knowledge required and source any third-party elements, equipment or services.
- Plan the delivery schedules to sites by liaising with the hauliers, customers, site service teams and materials/stock handlers to ensure that goods and equipment arrive on site in the required order to enable efficient execution of the work on site.
- Liaise with the Contract/Project Manager regarding costs.
- Expedite and review site reports from the site service team to maintain quality and enable full traceability of all elements of any task performed, filing and communicating them as necessary.
- Liaise with the Production Manager to plan available resources for both site and when the site team are available for factory-based tasks, (e.g., In house building of Power units).
- Organise the team to complete all Toshiba Rework items in a timely manner when not involved in sitework / Power Tx assembly, with input from the Technical Department to compile detailed fault reports to be fed back to Toshiba and or the DNO.

- Keep all required training for site access and equipment use up to date for site team members, scheduling training where required.
- Identify and work with others to resolve inadequate or unclear information.
- Ensure all site vehicles are well maintained, kitted out correctly for any relevant sitework.
- Ensure all required documentation is checked and completed correctly and on time.
- Ensure that the companies Quality, Health Safety & Environmental policies and procedures are constantly adhered with.

Skills, Knowledge & Experience:

- Experience and competence of working/managing on site fitting distribution and power transformers is **essential**.
- Hands on experience of working within a mechanical/electrical engineering environment is **essential**.
- The ability to understand mechanical and schematic drawings is **essential**.
- Apprentice trained or a Mechanical/Electrical qualification is **essential**.
- Experience of Health & Safety and conducting risk assessments and method statements is **essential**.
- IOSH, NEBOSH or similar is desirable.
- You will have good written and verbal communication skills, with the ability to liaise with customers and resolve issues in a proactive and positive manner.
- You will have good I.T. skills with knowledge of the MS suite of software in particular excel, outlook and word with the ability to use a computer/laptop.
- Strong trouble shooting skills.
- Excellent attention to detail.
- You will be flexible and adaptable and be prepared to attend site at short notice which may be outside your normal working hours.
- Experience of working collaboratively with other operations personnel with the ability to train and enhance your work colleagues' skills.
- Ideally experience of working within a continuous improvement environment.
- ECS accreditation desirable.
- Full UK driving licence is **essential**.

People Management

- To be the direct line manager for all relevant staff.
- To manage the performance of all reports in line with HR, statutory guidelines, policies and best practice.
- Building a team environment - Articulates common goals, communicate how individual roles contribute to team success provides clear direction.
- Meetings/Reviews/PDR/Appraisal - Conducts employee meetings Encourages accountability - Ensures that employees understand their level of accountability, including what they are responsible to deliver and are expected to undertake.

Salary and benefits:

- Salary negotiable dependent on experience
- 25 days holiday per year plus 8 bank holidays
- Company Profit Share Scheme
- Healthcare/wellbeing scheme
- Pension
- Parking on site
- EV Scheme

Please email your CV to the Head of HR, detailing your current salary to hr@wilsonpowersolutions.co.uk. All applicants must be able to **demonstrate their right to work in the UK**. No Agencies.