

OPPORTUNITY	
POSITION:	Service Supervisor - Off Road Systems
LOCATION:	Sparwood, BC
DATE POSTED:	June 24 th , 2011

POSITION SUMMARY

This position is that of a working field supervisor and will provide leadership support, mentoring of staff, and the conducting of formal audits on technician's performance in the field. You will oversee local service inventories, lead Health & Safety Tool box meetings, be a part of the development of the Fire Code Business model and maintain growth in respiratory and off road services.

DUTIES AND RESPONSIBILITIES

- Daily performance on technician's billable hours ensuring all paperwork is handed into office daily, and reviewed for accuracy. You will work closely with the service coordinator to ensure all calls scheduled for given month are completed through effective scheduling.
- Local Inventory Management
- Health and safety leadership, Courageous leadership program, run weekly tool box safety meetings, record keeping
- Training with staff, conducting PC reviews, coach for success
- Prepare client quotations, and provide service sales support when and where required
- Set up and manage vehicle maintenance program to ensure company assets are managed in accordance with National plan.
- Maintain positive attitudes of all staff to ensure business plan goals are achieved.
- All staff appearance is in keeping with operating goals,
- Service test equipment is kept calibrated where applicable, random tool audits, ensure service shop ISO procedures are managed and shop is clean and tidy, reduce safety hazards.

EDUCATION/EXPERIENCE

- Minimum of Grade 12 or equivalent with post secondary courses specific to supervisory or leadership
- 3 years experience in a supervisory role
- CFAA registered technician
- Certification required in at least one of the following areas: Engineered systems training, Ansul or Kidde

If you are interested in this position please forward your resume to:

hr@levitt-safety.com or fax to: 905-829-5422