

OPPORTUNITY

POSITION: Service Supervisor

LOCATION: Port Coquitlam, BC

DATE POSTED: February 3, 2012

POSITION SUMMARY

This position will oversee the growth of the Port Coquitlam Service Department through the continued support of off road business, as well as maximize respiratory, fire alarm and instrument business. The incumbent will provide leadership in Health and Safety and the mentoring of the Service Technicians.

DUTIES AND RESPONSIBILITIES

- Improve labour efficiencies through daily performance on technician's billable hours, and ensure all paperwork is handed into the office daily, and reviewed for accuracy. Work closely with service coordinators to ensure all calls scheduled for a 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 and job hazard analysis.
- Represent the Service Department at quarterly Health and Safety meetings
- Develop and maintain training plans, conduct PC reviews, and coach for success
- Prepare client quotations, and service sales support when and where required
- Manage vehicle maintenance program to ensure company assets are managed in accordance with National plan.
- Maintaining 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.
- The ability to travel and be on call
- Maintain industry certifications

QUALIFICATIONS

- Post secondary education in business management or equivalent experience
- A minimum of 5 years Industry experience in a supervisory capacity
- CFAA or ASTTBC registered, engineered systems training, Ansul or Kidde certifications
- Working knowledge of OHS regulations
- Intermediate Level Computer Skills

**If you are interested in this position forward your resume to:
Email: hr@levitt-safety.com or fax: 780-461-8371**