## JOB DESCRIPTION

### INFORMATION SUMMARY

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Supervisor Maintenance Support</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Operations - construction department</td>
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<tr>
<td>Contract type</td>
<td>Indefinite</td>
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<tr>
<td>Purpose of the position:</td>
<td>Monitoring and supporting 4 workshops (mechanic, blacksmith, carpenter, and painter), budget management, purchasing department monitoring and warehouse inspection. Developing efficient support in function of the five-year ongoing maintenance programme. Supervising the asset management system</td>
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<tr>
<td>Job level:</td>
<td>D</td>
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<td>Reporting to:</td>
<td>Assistant manager works</td>
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<tr>
<td>Direct subordinates:</td>
<td>Assistant works supervisor support, Assistant works supervisor warehouse, Assistant works supervisor, Craftsmen (blacksmith, carpenter, painter, mechanic)</td>
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<td>Other important contacts:</td>
<td>Close cooperation with the technical services of the regional and Head Office. All C&amp;SEA personnel at any level. Local/regional authorities, contractors, suppliers, and architects Represents CWGC at events or ceremonies as required.</td>
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<tr>
<td>Financial responsibilities:</td>
<td>Monitoring and managing budgets, as delegated by the Assistant Manager Works</td>
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<td>Location</td>
<td>Ypres office</td>
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<tr>
<td>Working hours</td>
<td>37-hour working week</td>
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<tr>
<td>Travel</td>
<td>Willingness to travel within Europe and overseas, sometimes at short notice. Valid passport and driving licence required</td>
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<tr>
<td>Right to work</td>
<td>Has the right to live and work in Belgium.</td>
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### ABOUT THE COMMISSION

We honour and care for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries and memorials at over 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.
MAIN RESPONSIBILITIES and ACCOUNTABILITIES OF THE POSITION

General
- Monitoring workshops (mechanic, blacksmith, carpenter, and painter) in support of the five-year ongoing maintenance programme. Drawing up and monitoring coherent schedules Preparing, managing, and scheduling workshops according to priority and providing technical support to workshops.
- Developing and implementing a digital system to better monitor workshops and archive work performed.

- Monitoring and managing the purchasing department (building materials/machines):
  - Managing an assistant supervisor
  - Monitoring purchases and checking that budgets remain within the agreed budget code
  - Leading with respect to asset and stock management
  - Bringing in new ideas for improving processes while monitoring the existing order process.
  - Maintaining relationships with suppliers and negotiating to obtain the best conditions.
  - Seeking opportunities and following up on new technologies for machines and building materials (cost, quality, durability).
  - Coordinating material orders, rental materials, etc. so that construction sites run smoothly.

- Organising stock management:
  - Managing the assistant support supervisor
  - Efficient management of storage areas
  - Checking H&S aspects in relation to machine and material use/order and tidiness
  - Close cooperation with the works cycle maintenance supervisor to increase stock efficiency

- Monitoring and managing the fleet of machinery:
  - Managing the assistant supervisor
  - Supervising the asset management system
  - Managing the purchase/repair of machinery.
  - Close communication with head office and local management

- Launching a career development plan for the workshops. You align this with the existing CDP of the construction workers.

- Drawing up a loss estimate for insurance purposes in cooperation with the works cycle maintenance supervisor.

- Implementing the CWGC health and safety policy, encouraging safe use of machinery and ensuring safe working practices.

- Digitalising processes and making them more efficient: ordering of materials by team members, workshop order system and management of machinery.
Functional knowledge
- Monitoring and managing budgets
- Basic knowledge of machines
- Basic knowledge of wood, metal, and electromechanics

Business expertise
- Monitoring own budget such that the estimated budget is optimally adhered to
- Is a member of the multidisciplinary Works team and works closely on the development of an integrated, versatile team.

Leadership
- Leading, motivating, and managing team members with the aim of achieving optimal commitment and contribution from them.
- Contributing to the proper functioning of the team by providing expert technical/professional advice.

Problem solving
- Problem-solving and priority-setting ability.

Nature of the impact
- Contributing to the area in terms of policy and strategy with regard to stock and machine management.

Area of responsibility
- Close cooperation with workshops, the operational project cell, (assistant) supervisors and operational horticulture department.
- Weekly meetings on budget phasing and reporting.

Interpersonal skills
- Open and honest communicator
- Ability to guide employees to a higher level.
- Negotiation skills

PERSONAL PROFILE

Education and knowledge
- Advanced education in building technology, at least at bachelor’s level
- Thorough knowledge of the Works Structural Manual (after familiarisation period).

Experience
Desirable
- Technical knowledge and experience in the construction sector.
- Knowledge of construction machinery
- Experience in renovation (wood, metal, paint)
**Skills**

- Specialised skills in renovation of wood, metal, and painting related to the structural maintenance of military cemeteries or willingness to acquire these.
- Leadership qualities
- Personal efficiency, e.g., in planning, developing, contributing to, and implementing projects.
- Responding flexibly to changing work environments/situations and people
- Building productive working relationships.
- IT knowledge: Microsoft Office (Sharepoint, Word, Excel, PowerPoint) and powerapps
- Commitment to continued professional development.
- Good knowledge of Dutch and English.
- Coordination and adherence with the values of the Commission: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALITY and COMMITMENT
- Responsibility for health and safety for self and others

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This job description outlines your main tasks. From time to time, you may be required to perform other appropriate duties not falling under your job title or main duties if this is necessary to meet the needs of the Commission.

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June 2022