	<h2 style="margin: 0;">NEXUS: Job Description</h2>	Version: 1.0
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Job Title	Track Maintenance Production Supervisor
Job Evaluation Date	

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Job Title:	Track Maintenance Production Supervisor	
Purpose:	Direct Front Line Leadership, management and supervision of staff to ensure that track asset maintenance works are carried out in accordance with standards and specifications, ensuring safety, performance and quality standards are met by providing a reliable and cost-effective service against requirements.	

Remuneration: Band 4

1. Principle areas of responsibility

The following list is typical of the duties which the post holder will be required to perform. It is not necessarily exhaustive and other duties of a similar type or level may be required from time to time.

- 1.1 First line management and supervision of maintenance staff within the Track Engineering section.
- 1.2 Ensuring that maintenance work is carried out to plan and against specified performance standards.
- 1.3 Ensuring that the required staff competencies are maintained.
- 1.4 Be available to work flexible shift patterns and undertake rostered standby and call out as required.
- 1.5 Manage/monitor staff attendance and timekeeping, performance, utilisation, discipline and all other people management activities in accordance with Nexus policies.
- 1.6 Monitor staff and contractors to ensure compliance with Health & Safety standards, procedures and legislation, undertake inspections and audits to the required frequencies. Monitor plant and equipment for compliance with statutory regulations and lead with job planning and submissions, preparation of method of work statements, risk assessments, Safe systems of working etc.
- 1.7 Develop and assist with the preparation of Maintenance (both light and heavy) routines, procedures and schedules inclusive of repairs and renewal programmes. Monitor equipment reliability, availability of performance to identify trends and actions.
- 1.8 Liaise with other sections, departments, contractors, consultants and manufacturer's representatives and offer technical support as necessary.
- 1.5 When required, deputise for the Engineering Manager – Track.
- 1.6 Ensure compliance with all internal and external Health & Safety standards, company procedures and legislation.

2. Dimensions

2.1 Communications

- 2.1.1 Required to communicate effectively to both internal and external stakeholders to ensure critical instructions are understood and actioned.

2.2 Decision Making & Problem Solving

- 2.2.1 Will be responsible for decision making in respect of Health and Safety and other Nexus Standards whilst managing staff.
- 2.2.2 Will be responsible for resolving any issues that arise during supervision of staff and ensuring that any decisions are actioned.
- 2.2.3 Short term planning to ensure business continuity and KPI targets are met.

2.3 Initiative & Independence

- 2.3.1 The post holder will be required to use his/her initiative and work unsupervised for considerable periods of time.
- 2.3.2 Responsible for planning and issuing preventative maintenance, corrective maintenance and fault tasks.

2.4 Resources

- 2.4.1 Responsible for ensuring maintenance/ renewal and repair work is carried out efficiently to the required specifications and standards.
- 2.4.2 Responsible for ensuring the associated documentation and records of the work carried out is identified and completed efficiently.

2.5 People

- 2.5.1 Responsible for the supervision of the Track Maintenance team including the allocation of work.
- 2.5.2 Responsible for the coordination of staff training requirements and ensuring the CMS (Competency Management System) criteria are wholly compliant.

2.6 Health & Safety

- 2.6.1 Responsible for personal safety and the safety of others in their immediate working area, this includes customers and third parties in safety critical areas.

3. Statutory Duties

- 3.1 Responsible for managing those elements of the Safety Management system allocated to Nexus and specifically to the role of Track Maintenance Production Supervisor.

- 3.2 Responsible for carrying out duties and ensuring procedures are in place to meet legislative and company standards requirements for Nexus Rail and inline with industry best practice.
4. The Holder of this post must have access to required safety publications and personal equipment/PPE.
5. Certificated to: PICOB, WSC, Machine Controller, Train Master.

	Name	Signed	Date
Line Manager			
Job Holder			