



Job Description

Post: Stores Supervisor & Emergency Response Technician –
M25 Depot, Binfield, Berkshire

Start Date: ASAP

Remuneration: £11.00 per hour plus benefits

Your Career with Richfords

Richfords is offering the opportunity to join a successful team and company.

Richfords are in the business of *giving people their lives back* after they have suffered events such as a fire or flood. Our emergency technicians respond promptly to support customers with positive actions to enable them to re-gain use of their property as soon as possible with the minimum need for building work. To achieve this, we organise ourselves to provide a proactive, supportive and professional service.

Your role would be to provide that support to our technicians and customers by developing a controlled environment within our M25 depot. You will be responsible for creating equipment management systems, maintaining equipment and stock levels of important consumables and kits.

Your Role

This is dual role whereby you will respond to the immediate business needs by either working in the depot organising the stores and maintaining equipment, or, where emergency situations dictate, you will respond as an on-call technician to a fire, flood or similar event, providing assistance in damage limitation.

This is a full time role and will be based on a 40 hour week from Monday to Friday, however, as with all restoration positions, there is a definite need for flexibility to work longer hours in periods of high demand, including evening and weekend working. You will report to the M25 Operations Manager.

There is also the need to join the on-call rota.

We have a no-smoking policy on company premises, vans and whilst on customer premises.

Main tasks and responsibilities:

- Responsible for all assets and infrastructure at the M25 depot
- Maintain depot processes and procedures, accurate stock levels through electronic and hard copy documentation
- Conduct audits and checks, where appropriate
- Provide movement control through issue and receipt of assets using electronic means
- Plan and organise periodic inspections and servicing of assets and infrastructure
- Complete fault repairing, maintenance and repair of assets
- Set a high standard in equipment husbandry
- Maintain health and safety standards throughout all functions
- Control and issue of COSHH in line with MSDS and risk assessments
- Oversee waste disposal in conjunction with current waste regulations
- Control hard and soft services
- Responding to emergency situations as a technician to undertake damage limitation measures
- Deploy drying equipment appropriately to water damage projects
- To be able to form positive relationships with those affected by Insurance perils
- Be a member of the M25 on-call rota as an emergency technician

Person Specification:

- Ability to work unsupervised and on occasions with minimum direction
- Responsive/flexible attitude to meet operational business needs
- Conduct continual personal development to maintain excellent standards
- Professional approach, forming a good work ethic and positive outcome
- Self motivator but also working together to see the 'bigger team picture' of moving forward together
- Providing innovative ideas and having an understanding of other roles and their operational needs
- To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the company

Skill Requirement:

- Minimum 1 year previous stores or warehouse or similar experience
- Good mechanical aptitude with experience in the maintenance of mechanical or electrical equipment
- Computer literacy in Microsoft Office
- Full UK car driving license holder (Cat C1 or C is an advantage)
- Forklift driver counter balance (not essential)
- BDMA Level 1 or 2 (preferred but not essential)
- PAT Trained (preferred)
- Health and safety training (preferred)