



Island Employment Partners Ltd.

- Human Resources
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- Immigration
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- Advisory

For more information,
or to confidentially
apply, please contact:

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Closing date:
February 4, 2023

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Service Supervisor

Our client, Otis Elevator Company (Bermuda) Ltd., has been serving Bermuda for over 75 years. Otis Elevator Company (Bermuda) Limited. serves the needs of its customers wherever they do business to install new units, maintain existing units, modernize older equipment and perform all manner of repairs and upgrades to deliver best in market efficiency and reliability to serve the needs of its customers. Reporting to the General Manager, the Service Supervisor will be responsible for performing (but not limited to) the following duties:

- Service, erect, and assemble elevator equipment, electric, hydraulic, residential, dumbwaiters and preform installation and modernization works as required
- Supervise route and repair Technicians while providing direction and training to staff members
- Prepare written reports logs, work orders, and safety test
- Assist Service Teams with Shut downs
- Plan and Review Maintenance checks
- Administer company safety program to ensure smooth safety standards
- Visiting job sites and perform quality audits
- Provide technical input to sales staff on scope of work and materials needed to bid repair work
- Communicate company policies, procedures and objectives to staff
- Monitor on call and vacation schedules
- Maintain a clean and organize work site
- Manage the elevator repair process and ensures repairs are completed in an efficient manner
- Manage spare parts for service repair to meet budget expectations and customer satisfaction

Minimum Qualifications & Experience Required:

- A minimum eight years of relevant experience with a heavy focus on technical experience with CET, QEI, NEIP, EEET or equivalent.
- Expert knowledge of building products, electrical, building and fire codes, construction details and relevant rules, regulations and quality standards.
- Proven work experience in construction management
- Advancement knowledge of construction of management processes, means and methods
- Ability to meet deadlines and work with minimum supervision
- Ability to read and understand building Plans, Scope and Installation drawings Knowledge of Elevator Diagnostics Tools
- In depth knowledge of OTIS, Savaria, Pflow, REI & TKE
- Current with the ASME A.17.1 Canadian, British or European Elevator Code
- Strong oral and written communication skills
- Basic knowledge of Excel and Word Skills
- Valid driver's license (cycle and light van) or ability to gain local license

Otis is part of the BAS Group of Companies