

ROLE DESCRIPTION

Role Title	Heavy Crane Coordinator
Accountability Seat	Project Delivery
Accountable To	Ops & QHSE Director

Role Purpose

To assist with the control, planning and allocation of heavy cranes. Monitor effective utilisation and ensure adequate equipment and manning levels to service all projects, including line management and succession planning.

Role Accountabilities

- **Project Administration:** Manage administrative tasks related to heavy cranes, ensuring all operator/ vehicle passes and site inductions are valid and recorded in line with customer, site-specific, and RAMS requirements.
- **Stakeholder Coordination:** Maintain regular communication with operations team to ensure alignment with customer expectations and the latest site-specific requirements.
- **Job Tracking & Invoicing:** Accurately record all job changes and delays, ensuring timely updates for invoicing and job closure.
- **Job Pack Management:** Compile and distribute operator job packs with up-to-date customer/site-specific RAMS and relevant documentation.
- **Purchase Order Management:** Raise and manage purchase orders, ensuring extensions are actioned in line with job scope changes to prevent unexpected invoices.
- **Product & Service Knowledge:** Maintain a working knowledge of heavy crane fleet to support operational activities and customer interactions.
- **Logistics Support:** Coordinate bookings for accommodation, medicals, training, and inductions for operators.
- **Customer & Internal Liaison:** Act as a professional point of contact for both internal teams and external clients; ability to collate quotations/budgets with support from the operations team.
- **Operational & Compliance Support:** Assist the operations team with maintaining full vehicle and crane compliance, including:
 - Monitoring van servicing intervals and crane service schedules
 - Tracking and confirming completion of daily and weekly vehicle/crane checks
 - Liaising with drivers to ensure compliance with all inspection and servicing requirements
 - Ensuring thorough examinations of cranes are completed and documented on time

Other Responsibilities

- To be an active member of the Project Delivery Team, giving open and honest support and feedback to others in the team.

General Responsibilities

- To support the delivery of Osprey's vision and values as part of your day-to-day work.
- To adhere with Osprey's management systems as within your area of responsibility.
- To be responsible for the Health, Safety and Environmental aspects affecting self, employees, and activities in your control.
- Other duties which the company may reasonably require the individual to undertake.

Osprey's Promise

You will be supported by your line manager through supervision and support, listening, training and development, and the best resources that we are able to provide to help you give *your* best.

Signature		Signature	
Employee Name		Manager's Name	



Date		Date	
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