



Peak 2020

Gas Services Co-Ordinator

Role Description

Role:

To co-ordinate the gas services provision needed by the camp.

Reporting to:

Procurement and Quartermaster Manager

Responsibilities:

Mission and Policies

Ensure that the Peak 2020 Mission and Policies are successfully implemented in the areas covered by the role. Ensure that all staff members are adequately trained to enable them to undertake their duties. Ensure that the correct numbers of suitably qualified staff are recruited to ensure that the camp is fully compliant with current health and safety legislation.

In conjunction with the Procurement and Quartermaster Manager

Negotiate with an appropriate supplier for the supply of gas and hire of equipment

Plan and advice on the equipment that will be required for the camp. Establish preferred suppliers who can provide "best value" for the camp and provide a system where by the items can be managed by the Camp QM team.

Agree a plan for buying and hiring all the equipment and services needed by the camp. Ensure that the camp and the end users are aware of all the contractual obligations and timescales for the use of the equipment.

Ensure that there is effective and safe storage of gas provision

To lead a team to support the roll out of gas provision for pre and post camp. Also to offer repair service during the week of camp.

Risk Assessment:

Ensure that a full risk assessment takes place with in all sub teams / activities, and sub-contractors to ensure that all Safety and Security requirements are fulfilled in line with Peak Camps and the associations guidelines.

August 2018