Job Description

Job Title: Buildings and Maintenance Supervisor

Reports to: Buildings and Maintenance Manager

Key Objective: To supervise building projects, maintenance, repairs and oversee the servicing of the College’s infrastructure and building services.

Main duties and responsibilities:

1) Coordinate and supervise all repair work and planned and reactive maintenance projects undertaken by the College’s Works Department and their external contractors, on all of the College’s sites.

2) Be prepared to undertake building work when the need arises.

3) Ensure all health and safety requirements are met for all of the Works Department’s activities and those of external contractors. This includes preparing risk assessments, method statements, COSHH data sheets and CDM work plans along with examining those presented by external contractors.

4) Administer the permits to work system for hot works and working at height.

5) Liaise with all of the College’s departments, but in particular the Domestic Bursary, in order to coordinate works to ensure the minimum of disruption, planning in advance how the works can be scheduled around the College’s academic and accommodation commitments.

6) Investigate and prioritise the repair notifications that come into the Works Department via their email request system.

7) Identify building defects, diagnose their cause and propose remedial actions, in line with the building’s characteristics, heritage and possible listed status, also knowing when statutory consents might be needed.

8) Accurately measure for ordering materials when preparing projects, schedule work duration in conjunction with the team, providing simple specifications and designs when required.

9) Working with the relevant tradespersons, ensure stock levels of materials are maintained at an appropriate level to allow the continued smooth running of the College’s buildings and services.

10) Undertake building inspections in order to prepare planned maintenance schedules.
11) Assist the Buildings and Maintenance Manager in the preparation and implementation of the annual and 5 yearly planned maintenance programmes.

12) Mentor the Works Department’s trainee tradespersons.

13) Lead a team of skilled tradespersons by example and positive approach and being one of the Works Department’s positive, ‘can do’ personnel.

14) Schedule holiday requests, check time sheets and ensure the call out procedures are up to date and being part of the call out rota.

15) Act as the nominated first aider, lift escape authorised person and fire marshal; attend all training necessary to ensure continued compliance with legislation.

16) Deputise for the Buildings and Maintenance Manager when necessary and be prepared to undertake any reasonable activity requested by the College.

17) Act in the best interests of the College and its built environment at all times.
Person Specification

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education and qualifications</strong></td>
<td>A good level of general education with English and maths. A time served position in a building trade to City and Guilds/NVQ advanced craft level.</td>
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<td><strong>Skills and Abilities</strong></td>
<td>The ability to supervise small construction works and tradespersons. Good oral and written communication skills. Well-developed inter-personal skills. The ability to work independently, being able to identify work that needs undertaking and instigating this. A high level of organisational skills and accuracy. A positive and pro-active approach and the ability to lead and work, as part of a team.</td>
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<td><strong>Experience and achievements</strong></td>
<td>Substantial experience in a relevant building trade. Experience and knowledge of construction related health and safety matters.</td>
<td>Have managed a small team of tradespersons and/or construction projects previously. Experience of working on listed and heritage buildings. Experience of modification and adaptation works and a general knowledge of all trades. Basic health and safety training, such as Working at Height training. Have an understanding of Building Regulations and other legislation associated with the College’s premises.</td>
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