

Job Description

Job Title: Maintenance Supervisor
 Job number: 333012568
 Grade: LGE scale 4
 Directorate: Place & Economy – Environment & Commercial
 Service: CEES
 Reports to: Centre Manager
 Location: Stibbington Centre

Job purpose	
To oversee the maintenance and security of the buildings and grounds and to service the needs of the varied clients who visit and stay at the Centre.	
Main accountabilities	
1.	<p>Preparing, maintaining and developing facilities</p> <ul style="list-style-type: none"> • Organise and prepare the rooms, facilities, furniture and other equipment as appropriate at Stibbington Centre, according to course requirements and in close liaison with other Centre staff: <ul style="list-style-type: none"> School groups – day and residential Liaise closely with Catering, Domestic & Education team in room / equipment and site set up Private Hire Liaise closely with office and housekeeping team in room and equipment set ups. Day Meetings Follow room set ups according to bookings calendar Greet and liaise with in-coming course leaders (daytime groups only). • Monitor the general upkeep of the buildings and site, including furniture and equipment. • Carry out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson. • Responsible for efficient and tidy storage of own equipment in areas across the site. • Liaise with the appointed Property Manager from Cambridgeshire County Council on issues of maintenance/heating repairs etc. reporting on issues of Health and Safety where appropriate. • Operate the heating systems, monitoring usage and promote energy conservation in the Centre. • Monitor plumbing systems and carry out necessary arrangements for maintenance. • Work with other staff across the Centre in practical Centre development – suggesting ideas and solutions and putting in place schedules of work to make them happen.
2.	<p>Ordering</p> <ul style="list-style-type: none"> • Monitor related stocks, equipment and supplies. • Log orders for materials purchased. • Assist Centre Manager and Housekeeping Manager in undertaking quotations from potential suppliers.
3.	<p>Site Security & Safety</p> <ul style="list-style-type: none"> • Provide access to the building and grounds to authorised persons at all reasonable times as required. • Act as a key holder for the property and point of contact for out-of-hours emergency contact by resident groups on a rota basis. • Ensure the premises is locked and secure when not in use. • Undertake security duties, as required both when Stibbington Centre is occupied and unoccupied and keep the Centre Manager fully informed of action taken when undertaking emergency duties.

	<ul style="list-style-type: none"> Act as point of contact for Health & Safety of the site, carrying out relevant checks and liaising with colleagues accordingly.
4.	<p>Grounds works</p> <ul style="list-style-type: none"> Monitor and when necessary maintain or delegate maintenance of the grounds with respect of hedge cutting, lawn mowing, strimming, path clearance, pond maintenance. Monitor and when necessary maintain external areas such as paths, walls and steps, escalating to CCC property services where necessary.
5.	<p>Working with Contractors/Other Workers</p> <ul style="list-style-type: none"> Commission and then maintain regular contact and monitoring of the work of appointed contractors for works in house and grounds.
6.	<p>Customer/Client Focus and Awareness</p> <ul style="list-style-type: none"> Liaise with group leaders and participants of groups as required, providing a helpful, friendly and reassuring presence. Work with education team in identified areas, developing appropriate resources and activities
7.	<p>Management</p> <ul style="list-style-type: none"> Assist in recruitment and selection, induction, training, development and welfare of staff in work area. Line manage the handyperson, including the efficient planning of working days and allocating tasks. Prioritise & plan the work of own team as necessary, ensuring diaries and work schedules are kept up to date. Deal with performance issues in own team and take appropriate action in accordance with CC policies & procedures.
8.	<p>Role Specific</p> <ul style="list-style-type: none"> Ensure understanding of core business of the Service. Undertake such other duties of a similar and reasonable nature as required by the Centre Manager.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	
<ul style="list-style-type: none"> • First aid qualification • Training or qualifications in relevant facility or property management areas • Training or qualification in relevant health and safety legislation • Training or qualification in relevant trade areas (plumbing, decorating, electrics etc.) 	Desirable

Minimum levels of knowledge, experience and skills required for this job

Knowledge and experience	
<ul style="list-style-type: none"> • Property management – experience of, or an understanding of, managing the upkeep and cleaning of buildings, grounds and equipment. • Health and Safety – a knowledge of health and safety aspects relating to property maintenance. • Customer service – an understanding of the importance of meeting both internal and external customer needs and expectations • Awareness of issues and safe practice involved in working with and around young children / vulnerable people. 	Essential
<ul style="list-style-type: none"> • Management – line management experience, including setting goals and holding regular reviews/appraisals 	Desirable
Skills	
<ul style="list-style-type: none"> • Decision making ability and ability to use own initiative. • Good interpersonal skills and excellent team player. • General property maintenance skills and experience. • Excellent communication skills, both verbal and written, with customers and colleagues 	Essential
<ul style="list-style-type: none"> • General maintenance/handy-person skills 	Desirable
Special requirements	
<ul style="list-style-type: none"> • Must be able to work flexibly, with occasional weekend work and work in term time and during school holidays as required. 	Essential
Behaviours	
<ul style="list-style-type: none"> • Working with others • Respect for others and public resources • Excellence • Integrity 	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type				
What work type does this role fit into?	Fixed	Flexible	Field	Home