

Maintenance Supervisor

Full Time

Job Description

Department: Maintenance Department
Responsible to: Head of Buildings & Maintenance
Salary: FTE £36,000

Purpose of the role:

The Maintenance Supervisor will provide day to day supervisory leadership to maintenance team members. This includes oversight in the upkeep, repair, and improvements of property, plant, and equipment. The Maintenance Supervisor will lead team members to perform maintenance work in a manner that improves equipment reliability and ensures that regulatory and safety standards are met. The Maintenance Supervisor will assist with the implementation of maintenance objectives, oversee scheduling of work, and leading team projects.

Duties and Responsibilities:

- Inspect buildings regularly to identify problems and necessary maintenance.
- Prepare weekly planned maintenance schedules and allocate work.
- Lead on seasonal planned preventative maintenance schedules.
- Supervise and give training support to team members.
- Oversee all repairs and ensure that work is completed on time.
- Maintain all inventory and equipment, and ensure proper storage.
- Update and maintain asset registers ensuring the correct maintenance programme is assigned to ensure optimal availability and resilience.
- Comply with all health and safety regulations and practices on site - ensuring a zero compromise attitude towards health, safety and wellbeing.
- Conduct preventative and reactive maintenance work as required.
- Conduct follow-ups on all maintenance and repair work.
- Conduct safety inspections on contractors and employed team members.
- Establish strategies to meet workload demands on time.
- Supervise contractors as required.
- Handles emergency situations and after-hours calls for repair and maintenance incidents. Some overtime and be required at short notice in the event of an emergency.
- Takes an active part in developing maintenance policies and standards for the College.
- Maintain relationships and collaborate with other operational departments to ensure efficiency and team working across the College estate.
- Complete operational reports to inform of required repairs, upgrades and new installations.
- Perform other duties temporarily or on a continuous basis, as may reasonably be required.

Person Specification

Qualifications

- Relevant trade related qualifications (essential).
- Health and Safety qualification (desirable).

Experience

- Relevant hands on experience of building maintenance and fault finding.
- Ability to motivate and manage teams.
- Strong analytical and organisational skills.
- Effective communication skills.
- IT literate with a sound knowledge of Microsoft office.
- Risk assessment and SSOW creation and implementation.

Person specification

- Self-motivated team player.
- Customer centric ethos.
- Willingness to undertake CPD.

Other

Valid driving licence.

The hours of work are 08:00 – 16:00, Monday to Friday.

The post holder will be subject to a 6 month probation period.