



JOB DESCRIPTION – MAINTENANCE TEAM SUPERVISOR

REPORTING TO: Support Operations Manager

RESPONSIBLE TO: Bursar

RESPONSIBLE FOR: 8 team members

JOB PURPOSE:

To work as part of the Facilities leadership Team of St Lawrence College to maintain the highest possible standards of presentation throughout the College; by overseeing the College maintenance, providing supervision of the maintenance team and ensuring the resource assets in place are supervised and monitored effectively to achieve this standard.

MAIN DUTIES:

- The provision of a professional repair and scheduled maintenance service to the College through effective supervision of the In-house Maintenance and Caretaking Team.
- Supervise and assist in the planning and oversee the provision of emergency responses, reactive, statutory and planned long term maintenance programmes ensuring appropriate safety and legal regulations are complied with and that a satisfactory standard of workmanship and level of output is maintained.
- Prove specialist technical expertise and undertake fault rectification as required across the SLC estate.

KEY RESPONSIBILITIES

- With the Support Operations Manager, develop, set up and maintain existing procedures and processes for controlling the standard of materials and workmanship on-site, to ensure compliance with specifications and a suitable level of productivity. This includes ongoing monitoring of works as they proceed and the full testing, commissioning and quality assurance of work on completion.
- Contribute to the annual maintenance and major projects plans, providing information for ongoing maintenance programmes, liaising on a regular basis with the Support Operations Manager and the Facilities Administrator regarding development and conduct of maintenance contracts carried out by contractors.
- Supervise the internal and external maintenance, repair and decoration of all College buildings in accordance with both reactive and Planned Maintenance Programme. Assist in the preparation of these programmes and regularly liaise with the Support Operations Manager to enable an approved schedule to be produced.
- Manage, respond to and rectify all reactive plumbing issues that arise.
- Ensure that the maintenance staff are correctly and meaningfully deployed, wear PPE; are tasked daily/weekly as the Programme of Works demands; trained, developed and inducted, and are subject to regular performance appraisals.

- To assess damage across the College Site and advise the Support Operations Manager of resources and materials needed, ordering supplies as required and preparing reports and maintenance records of repairs, as directed.
- Monitor and report on the timekeeping, quality of work and timely completion of all works undertaken by the Maintenance and Caretaking teams.
- Ensuring that the Maintenance Team is punctual and operating a weekly attendance record, all instances of absence are to be followed up with a Return to Work interview. Unexplained absence is to be reported to the Support Operations Manager.
- To undertake any other duties as requested by the Support Operations Manager.

HEALTH AND SAFETY:

- In conjunction with the Support Operations Manager and Compliance, & Projects Manager, ensure all persons employed operate safe working methods and observe statutory regulations, codes of practice, CDM compliance, maintenance of machinery and plant and all matters relating to Health & Safety at Work Act and in accordance with the College Health & Safety Policy.

SECURITY:

In terms of Security, the Maintenance Team Supervisor will be responsible for:

- Ensuring the security of all the areas being worked in across the College environment.
- Reporting suspicious circumstances to the College, the local Police and the Support Operations Manager.
- Maintaining a high level of general security awareness.

MINIMUM OPERATING STANDARDS:

- Where PPE is provided it is to be worn at all times to ensure H&S compliance Maintenance team personnel must wear safety footwear as issued by the College at all times when on duty.
- Team members are to be presentable to the public at all times and are to wear Corporate Clothing as provided by the College

WORKING RELATIONSHIPS:

- The Maintenance Team Supervisor also has an important day-to-day working relationship with all College staff and is required to cooperate fully with them at all times.
-
- Additionally, the Maintenance Team Supervisor has a public role as an ambassador of the College and must maintain an acceptable standard of attire.

TRAINING:

The Maintenance Team Supervisor may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of the training and reasonable expenses must be approved in advance and signed off by the Support Operations Manager.