St Hugh's College – Job Description  
December 2019

Job title: Building Maintenance Supervisor

Reports to: Building Maintenance Manager

Direct reports: Maintenance Team of 8 operatives

Job summary: To supervise the college maintenance to all College buildings under the direction of the Building Maintenance Manager; including servicing, day-to-day responsive works and minor works.

Key relationships: Head of Estates, Building Maintenance Manager, Lodge, Conference Office, Head Housekeeper & Scout Team Leaders and Accommodation Officer.

Key responsibilities:

• Reactive Maintenance & Servicing
  o Supervise the college Maintenance staff and external contractors to carry out all day-to-day property maintenance throughout the college campus.
  o Issue job sheets and work lists for all activity using a priority system.
  o Allocate resources to works utilising electronic systems and ensure performance is maintained with key performance indicators.
  o Supervise the works and reallocate resources and schedules as appropriate to ensure business continuity.
  o Assist with the preparation schedules and arrangement of servicing works and equipment/installations in accordance with statutory requirements, British Standards and best practice.
  o To keep updated a database of plant and equipment, including inspections and servicing records.
  o Meet regularly with staff and maintenance contractors to monitor their performance against agreed programmes and targets.
  o Oversee the room set-ups and event preparatory works for accommodation, development and Conference business.

• Planned Maintenance, Minor Works and Surveys
  o Assist with the preparation and supervision of minor works, including obtaining competitive quotations for the works.
  o Supervise minor works contracts to ensure they are completed to a high quality standard and to timescales on programmes agreed with the Building Maintenance Manager and Head of Estates.
  o Provide input and advice for improvement schemes, including the preparation of basic information/requirements, sketch drawings and obtaining quotations where necessary.
  o Inspect the condition of college buildings on a regular basis as directed by the Building Maintenance Manager. Provide inspection findings/reports for the outstanding planned maintenance identified, on a priority basis.

• Financial/Budgetary Responsibilities
  o Ensure that time and costs are recorded on all projects and day-to-day responsive works and highlight areas of concern to the Building Maintenance Manager.

Regulatory Responsibilities
  o Ensure that all work and activities are carried out in accordance with the Health & Safety at Work Act 1974 and all associated legislation; British standards and codes of practice.
- Keep up to date with legislation and building regulations for construction/maintenance works.
- Supervise the monitoring of water temperatures etc... carried out by the college's specialist contractor and in-house team. Arrange remedial works identified on a strict priority basis.
- Ensure that statutory inspections take place as identified by cyclical maintenance tickets (Lifts, fire related...etc...)

- General
  - Ensure regular liaison takes place with college staff, students and tenants regarding all proposed maintenance works within the college campus.
  - Ensure that staff absence, leave, performance and training is monitored, recorded and assessed.
  - Contribute to Energy Efficiency savings and sustainability initiatives on all work activity
  - Utilise the building management systems throughout college to ensure sustainability and user comfort.
  - Deputise for the Building Maintenance Manager during holidays, leave and when away from the campus.
  - Carry out trade-related physical work where required to ensure jobs are completed or facilitated as the job/workload demands.
  - To attend to other reasonable tasks requested by the Building Maintenance Manager or Head of Estates.

**Selection Criteria:**

**Essential**

- City & Guilds construction trade qualification with a good working knowledge of building services (Mechanical and Electrical services) or City & Guilds building services trade qualification (Mechanical and Electrical services) with a good working knowledge of general construction
- Health & Safety supervisory or managerial qualification or equivalent
- Substantial experience in a similar role
- Ability to communicate effectively with staff at all levels of (verbal and written).
- Ability to supervise a team and motivate staff.
- Ability to plan and prioritise works and resources.
- Excellent problem solving skills
- Report writing skills
- General building survey/inspection skills and writing up of findings
- A positive and helpful attitude towards work and colleagues.
- Customer focussed and the ability to manage customer expectations
- Ability to work independently and in a team.
- Flexible to occasionally work out of hours and at weekends and provide emergency out of hours cover. This will be paid as overtime or time off in lieu.
- Ability to respond quickly to potential incidents around the college site, in addition to being able to have the ability to lift and handle large/heavy objects, work at heights (use of scaffolding and ladders), for which appropriate training will be provided.

**Desirable**

- Diploma in Building Maintenance Management/Building Services.
- Experience of working in a Higher Education establishment
- Competent in the use of IT systems and Radio Communications