# Job Description and Person Specification

# 1. Job Description

|  |  |
| --- | --- |
| **Job Title** | Maintenance Supervisor |
| **Location** | Letton Hall, Shipdham, Norfolk |
| **Responsible to** | Letton Hall Centre Manager |
| **Effective Date** | From August 2021 |

|  |
| --- |
| **Job Purpose** |
| * To deliver maintenance provision across the Letton Hall complex which includes reactive, proactive and remedial refurbishment of a Grade II listed building. * To work with the Centre Manager to ensure that the facility is safe and ready for use by guests at all times. * To join a small team where, at times, no job is “somebody else’s job.” |
| **Principal Accountabilities – Core Tasks** |
| * To undertake day to day building maintenance tasks and projects from inception to completion, including in some cases design and specification for the project. |
| * To order materials, check delivery and ensure materials are stored safely. |
| * Produce a schedule of works in conjunction with the Centre Manager and review on a regular basis. |
| * To work in compliance with current H&S legislation and maintain all relevant records to comply with current legislation such as Fire Safety. |
| * To work with other members of the maintenance staff (part-time employees) and ensure that all work is undertaken in a safe manner. |
| * Where necessary, to work with external specialist contractors with whom Letton Hall have long-term agreements. * To direct, support and work with volunteers who attend Letton Hall once a week. * To recognise defects and in consultation with Centre Manager, prioritise remedial works. * To become completely familiar with all the building’s utilities to enable swift and safe rectification of minor faults or interruptions in these services. * To undertake on-call weekend work to back-up the duty weekend hosts. (Time in lieu will be given to compensate for time worked during any call out). * To undertake any other duties in connection with the position. |
| 2. Person Specification **E**=Essential criteria  **D**=Desirable criteria   |  |  | | --- | --- | | **Qualifications** |  | | Experience in general building maintenance | **E** | | Good standard of Education | **D** | | Basic site safety training | **D** | | **Skills/Knowledge** |  | | Experience in general building maintenance which might include skills in: bricklaying, plastering decorating, plumbing, carpentry, electrical work, vehicle maintenance and groundwork | **E** | | Ability to demonstrate a systematic approach to prioritisation of work and cope under pressure to meet deadlines | **E** | | Articulate, calm, polite and well-motivated | **E** | | Proven experience of working as part of a team | **E** | | Sensible approach to problem solving with evidence of the ability and willingness to develop practical and creative solutions | **E** | | Proven ability to complete tasks to a high standard within agreed timescales | **E** | | Ability to support change and transitions within the working environment | **D** | | **Experience** |  | | Previous experience in building maintenance | **E** | |
|  |