# 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** |

 |
|  |