



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Planned Maintenance Supervisor	Role Profile Number: OPN84
Grade: N	Date Prepared: January 2020
Directorate/Group: Housing – Property Maintenance	Reporting to: Planned Maintenance Manager
Structure Chart attached:	

Job Purpose

The post holder will be responsible for the supervision of the Multi Skilled Building team and the delivery of planned refurbishment/maintenance works to Swindon Borough Housing Stock. Ensure the team is working safely and are compliant with Swindon Borough Councils Health and Safety Policy. To work jointly with our support contractors in delivering our Refurbishment/Maintenance programme in occupied dwellings. The post holder will also embrace locality working, support local tenant groups, involve resident's pre and post works and work with partners to improve contract delivery.

Key Accountabilities

- Co-ordinate and supervise a multi skilled team of trade operatives in accordance with the work specification and requirements so that they are delivered within approved budgets using an efficient and effective approach
- Pre-inspect planned maintenance works, measure and order materials according to the scope of job, organise and lead trade personal
- Post inspect works 'snag' any issues and facilitate prompt rectification
- Plan, Monitor and administer the delivery of works carried out by support contractors
- Attend regular contract monitoring meetings and performance reviews with contractors to promote effective delivery
- Arrange and chair monthly tool box talks
- Facilitate smooth communication between support contractors and the in-house team to ensure they are aware of the in-house delivery programme in order for them to follow on without delay to ensure KPIs are achieved.
- Work with other surveyors and engineers involved in capital repairs and maintenance projects to ensure coordination of design activities and work packages
- Deputise for other supervisors in their absence as required

- Ensure all construction work is carried out in accordance with the latest Health and Safety Legislation and Guidelines, with particular reference to The Construction Design and Management Regulations 2015.
- Answering any correspondence from tenants, leaseholders, tenants representatives, Members of the Council and Members of Parliament with respect to capital delivery
- Produce detailed schedules of works and specify the requirements of the job in order to enable the in house workforce to carry out the works.
- To carry out site compliance inspections to ensure that ladders, portable appliances, fire extinguishers, first aid kits, personnel protective equipment are within their inspection dates. Check that daily van checks have been carried out.
- Attend Council tenancy and public meetings including assisting in preparing any necessary reports, giving verbal advice and recommendations with respect to technical policy matters.
- Where required provide evidence to the Health and Safety Executive, Police and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council

Supplementary Accountabilities

- Promote customer care, equality and diversity best practice including arranging training for the in house refurbishment team, as and when required.
- Attend information events and meetings outside normal office working hours and at weekends as and when required.
- Participate in continuous professional development.
- In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also cooperate with the Council to enable it to comply with its statutory duties for health and safety.
- Undertake any other duties that can be accommodated within the grading level of the post.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in conjunction with the post holder.

Housing is committed to working in a manner which does not discriminate against any individual or group regardless of ethnic origin, sexual orientation, disability, age, religion or gender.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience in coordinating and delivering a wide range of building trades.
- Experience in working with both direct and indirect labour.
- Knowledge in diagnosing building faults to a wide range of buildings.
- Experience of delivering to budgets.
- A working knowledge of construction related health and safety regulations.
- A working knowledge of planning and building regulation regulations.

Qualifications

- Current driving licence
- CSCS site supervision or Site manager card. (Preferred)
- SMSTS Site manager and Safety training (Preferred)

Decision Making

- Prioritising of resources.
- Diagnosing and recommending design solutions.
- Deciding on most cost effective way of carrying out the refurbishment.
- Initiating corrective action for poor performance.

Creativity and Innovation

- Identifying and introducing service improvements.
- Flexibility in delivering the repairs building requirements.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed Supervising directly part of the building maintenance team (10 or more employees)</p> <p>• Typical tasks supervised/allocated to others</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Council Owned Property</p>
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Contacts and Relationships

Maintaining good relations with tenants / leaseholders and users of Council owned property.

- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges.
- Producing standard letters, written reports, presentations and form templates.
- Working closely with other delivery partners such as planners, surveyors and managers.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviors , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	