



## JOB DESCRIPTION: FACILITIES SUPERVISOR

<b>Reports to:</b> Facilities Manager	<b>Responsible for:</b> Facilities Worker x2
<b>Date:</b> July 2019	<b>Salary Band:</b> £22,000 -£26,000 pa
<b>Location:</b> Brathay Hall, Ambleside, but with travel to other Brathay sites	<b>Normal weekly hours:</b> 40 (any 5 days in 7, mainly Mon-Fri) with out of hours cover to meet business need.

### Role and Responsibilities

To support the Facilities Manager in the effective and efficient delivery of a high quality venue and customer experience by organising and supervising the activities of the facilities team on a day to day basis.

To ensure that Brathay buildings, grounds and vehicles are maintained, and events delivered, to a high standard and improvements made as appropriate. Help and apply all necessary changes to comply with relevant legislation.

Key Tasks	% time spent
<p><b>Workflow management</b>            Organisation of the day to day workflow of the Facilities team in an effective and efficient manner. Prioritisation of tasks, allocation of work timescales and timeframes and communication with relevant stakeholders including in the following areas</p> <ul style="list-style-type: none"> <li>• planned maintenance</li> <li>• reactive maintenance</li> <li>• maintenance issue reporting log etc.</li> <li>• identifying and sourcing materials, equipment and supplies to be used in for facilities work, including keeping a suitable stock of items regularly used.</li> <li>• Operates and maintains heating system in all buildings ensuring comfortable levels for building users whilst managing utilisation</li> <li>• Ensures facilities cover in place 7 days a week</li> <li>• regular checks including, but not exclusively               <ul style="list-style-type: none"> <li>○ maintenance contracts;</li> <li>○ Vehicle fleet compliance</li> <li>○ boiler servicing</li> <li>○ PAT testing</li> <li>○ Legionella</li> <li>○ Asbestos surveys</li> <li>○ Fire regulation compliance</li> </ul> </li> </ul> <p>Dealing with contractors, suppliers &amp; staff managing their operational activity and performance in line with Brathay's Contractors' Policy, other organisational or statutory guidance.            Reporting key issues to the Facilities manager in a timely manner.            Regular liaison with the Facilities Manager to ensure priorities are being met &amp; deputises for the Facilities Manager when absent.</p>	40%

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<p><b>Organises and contributes to</b></p> <ul style="list-style-type: none"> <li>• Repairs and maintenance to Brathay buildings &amp; grounds</li> <li>• Ensuring maintenance of roadway, pathways and manhole covers</li> <li>• Ensuring steps are free from slips and falls risks,</li> <li>• All repairs to be carried out on a timely basis</li> <li>• Regular gutter and clearing of leaves from drains to prevent damage.</li> <li>• Ensuring snow and ice cleared in timely manner</li> <li>• Setting and maintaining standards within Brathay's vehicle fleet</li> </ul>	<p>50%</p>
<p><b>Health &amp; Safety</b>  Health and safety considerations should be embedded throughout all areas of activity within this role and time is included within these areas rather than separately. It is such an important consideration however that specific considerations are set out here for clarity</p> <p>Supports the Facilities Manager by:</p> <ul style="list-style-type: none"> <li>• Ensuring the Facilities teamwork in a way that complies with COSHH, EAW, CDM, Fire Management and relevant Environment Health Regulations. Specifically, but not exclusively: <ul style="list-style-type: none"> <li>○ portable appliance testing in compliance with regulations</li> <li>○ testing of hot and cold water systems for legionella</li> <li>○ testing of water &amp; effluent as required</li> </ul> </li> <li>• Ensures staff are trained appropriately, including general induction training, Fire Training &amp; relevant training in standard working practices as relates to operational staff and contractors</li> <li>• Arranges and oversees briefing and safety arrangements for relevant visitors and contractors</li> <li>• Ensures regular door codes changes around all buildings</li> <li>• Ensuring that statutory and organisational policy is followed in relation to areas of Health &amp; Safety</li> <li>• Keep documentation up to date and relevant</li> </ul>	<p>Included throughout other areas</p>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Recruits, trains and develops Facilities staff, ensuring that regular one to one meetings are carried out and that personal development plans are in place and progressed</li> <li>• Communicate effectively at all times within the Facilities team, ensuring that other departments are kept fully up to date on developments, as appropriate</li> <li>• Establishes, leads and performance manage the Facilities team to enable them to deliver high quality services on a day to day basis</li> </ul>	<p>10%</p>
<p><b>Miscellaneous</b>  In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.</p>	



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### **Skills and Experience**

#### **Essential**

- Ability to lead a small team
- Good project-management and time-management skills, with the ability to prioritise and work to agreed deadlines
- To manage small to medium projects
- Self-motivated, with ability to work on own initiative
- Organised and able to work to daily deadlines using own initiative
- Methodical, with good attention to detail
- Problem solving ability
- Experience of providing excellent customer service
- A pleasant manner in dealing with clients and members of the public
- Ability to communicate clearly both verbally and in writing [and to produce quality documents]
- For vehicle insurance purposes, you should be at least 23 years of age and have held a full, driving licence for at least two years, with two years driving experience
- Ability to deal with a variety of tasks, including physically demanding work, and working at height
- Basic understanding of vehicle maintenance
- Formal qualification within Health & Safety (NEBOSH, IOSH)
- Good understanding of Health & Safety legislation and how to implement it
- Good organisational and administrative skills
- Good working knowledge of Microsoft XL and Word

#### **Desirable**

- Demonstrable supervisory experience
- Excellent team-working and team-building skills
- Experience of supervising and managing people
- Problem-solving skills and ability to remain calm under pressure
- Current driving licence: Full PCV/ D1
- First Aid qualification (minimum 1 day course)
- Previous experience in a similar role

### **Education and Qualifications**

#### **Essential**

Understanding of written and verbal English

#### **Desirable**

Maths and English GCSE or equivalent

**Limits of Authority: £250**



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### Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of and adheres to, the Trust's Mission and Values, Plan, Practice, and agreed policies.
- **Health & Safety:** adheres to Brathay's Health & Safety Policy and Procedures and any other statutory Health & Safety requirements.
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity Policy, Safeguarding Policy and any other policies that may be in force from time to time.
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, annual leave etc. Specifically in this role, the job holder will need to be flexible with regard to occasional travel, evenings and weekends; possible overnight stays
- **Team-working:** Co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time.
- **Research:** contributes to the work of Brathay's research Hub as appropriate

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**I understand and accept the above job description and agree to carry out the functions and duties of this post.**

Signed:

Date: