

Job Title Maintenance Supervisor (Carpentry, Decorating or Plumbing as a core skill)

Responsible to: Facilities & Maintenance Manager

Working Relationships: YMCA Facilities & Maintenance Manager, Support Services Director, Executive Staff, Project Managers, staff and Clients.

External bodies as the work requires, Contractors, Service Providers and special consultants

Job Purpose

- To carry out a wide range of duties across our Cambridge site, including Newmarket on a day to day basis, working primarily alone on core building duties but also to work with other trades performing multi-skilled tasks when required
- This job requires organisational and administration skills to effectively coordinate the maintenance and facilities requirement of the various properties and a small team of YMCA staff
- To support the development of the Maintenance Strategy

Main Tasks

- Carry out a wide range of maintenance and repairs across the site. To take the lead on work within your specialist skill
- To work across all trades as necessary, actively taking on board new skills, participation in training and identifying training needs of others to improve efficiency and flexibility within the maintenance department team
- To investigate and repair or action repairs of structural and component faults in the various buildings of our Cambridge sites and be innovative and proactive in dealing with problems as they arise to maintain the core business of the Association
- To support the Maintenance and Operations Team in carrying out Emergency Lights, Fire Extinguisher and Fire Door checks and also have working knowledge of the Fire Alarm system and service routines
- To provide supervision, training, instruction and leadership to the Maintenance Operative, Caretakers and/or cleaners, as allocated, within the department. To include one-to-one meetings and Annual Work Reviews.

- Responsible in conjunction with the Facilities & Maintenance Manager, recruitment of any new staff
- To ensure all maintenance tasks are actioned within the response times allocated through the facilities management information system database (Omniledger), and all maintenance staff including self use this facility to its full advantage
- Ensure compliance with all aspects of H&S
- Responsible for ensuring there is a quality dedicated site maintenance in and out of hours including emergency repairs, general repairs, preventative maintenance, fire prevention and other statutory requirements
- To have an appreciation of the principle function of all plant, equipment including all mechanical and electrical services on the sites to enable competent judgements to be made which may impact on the delivery of the service including but not limited to, boiler room, lift motor rooms, communication rooms, CCTV, electronic door entry systems, pressure vessels, plumbing & drainage, ventilation and all other associated plant
- To participate, support and contribute to special or major projects, as required
- To undertake and follow through particular tasks/ projects once an initial decision has been made by the Facilities Manager or Director of Support Services
- To delegate work to others ensuring a prioritisation of tasks and the timely completion of same to set quality standards at all times
- To interface with other departments to ensure the proper functioning of the department, that service level agreements and quality of service is maintained at all times
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- The post holder will support the Associations internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without delay

Other Tasks

- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- A commitment to the Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development

- To work within YMCA Trinity Group policies and procedures, with regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Mission, Vision and Values of YMCA Trinity Group

PERSON SPECIFICATION

| Knowledge | Essential | Desirable | Method of Assessment |
|---|------------------|------------------|-----------------------------|
| Competency certificate in lifts or experience of lift operation and safety. | | ✓ | Application & Interview |
| Formal training/experience of Fire Alarm Systems | | ✓ | Application & Interview |
| A good all round understanding of the principle function of mechanical and electrical plant. | | ✓ | Application & Interview |
| Knowledge and experience of electrical infrastructure and emergency lighting. | | ✓ | Application & Interview |
| Formal training/experience of heating plant. | | ✓ | Application & Interview |
| Qualifications | | | |
| Completion of a recognised and registered CITB or EITB or C&G apprenticeship | | ✓ | Application |
| H&S Qualification IOSH or NEBOSH | | ✓ | Application |
| A good general education and excellent communication skills. | ✓ | | Application |
| Possess IT Skills e.g. GCSE level in IT or ECDL. | | ✓ | Application |
| Experience | | | |
| Previous experience in building maintenance and associated trades in a supervisory or foreman capacity. | ✓ | | Application & Interview |
| Experience of electronic locking systems. | | ✓ | Application & Interview |
| Skills & Abilities | | | |
| Ability to work with young people in a non-judgemental and non-discriminatory manner | ✓ | | Interview |

| Personal Qualities | Essential | Desirable | Method of Assessment |
|--|------------------|------------------|-----------------------------|
| Full UK driving licence & access to own vehicle (required to transport self, tools and equipment between sites as and when required) | ✓ | | Application & Interview |
| Motivated to own development and that of the team | ✓ | | Interview |
| Supportive of the Mission, Vision and Values of YMCA Trinity Group | ✓ | | Interview |
| High levels of honesty, integrity and discretion | ✓ | | Interview |