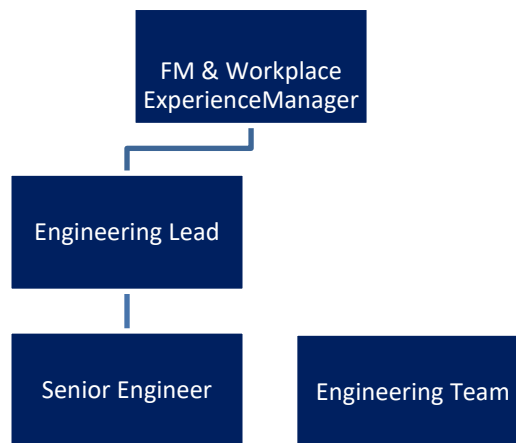


# Engineering Supervisor JD

<i>Position Title</i>	<b>Engineering Supervisor</b>	<i>Department</i>	<b>Technical Service Team</b>
<i>Generic Job Title</i>	<b>Engineering Supervisor</b>	<i>Segment</i>	<b>Universities</b>
<i>Team Band</i>	<b>TBA</b>	<i>Location</i>	<b>University of Greenwich</b>
<i>Reports to</i>	<b>Engineering Lead</b>	<i>Office / Unit name</i>	<b>Medway Campus</b>



## Job Purpose

- The primary role will be to head up the student residential M&E team and to be an essential part of the hard services function who will supervise their team of engineers to ensure the best possible service is delivered to the University.
- To oversee the safe operation of all M&E building services and fabric work activity at client locations as required in the scope of work whether delivered in-house or via contracted services.
- The individual will require extensive knowledge and experience of building services systems and will be able to undertake and manage planned and reactive repairs works and lead the site team professionally with a high level of technical ability.
- Co-ordinate labour (direct and subcontract) to ensure delivery of the service in conjunction with the Command Centre (Helpdesk Function)
- To work closely with the Engineering Lead, Assistant Facilities Manager and wider engineering team to ensure the provision of an efficient and responsive reactive maintenance service during operating hours of the site via the CAFM system (QFM).
- Undertake routine and ad-hoc audits of both planned and reactive works to ensure high standard of compliance and quality is delivered.

- Responsible for the operation of the Sodexo 'Safe System of Work' and to ensure this is followed and implemented and to adhere to the clients Permit to Work system (SOTERWEB).
- Work with the Engineering Lead and team to ensure that the campus PPM's are completed in a timely and safe manner.
- Responsible for the upkeep, monitoring, assessment and reviewing of Risk Assessments and Safe Systems of Work in conjunction with the Sodexo Campus based Service Manager, H&S Manager and Compliance Managers.

### **Accountabilities and Responsibilities**

- Provide a technical and professional maintenance service.
- Ensure site Hard FM folders are filled correctly and kept compliant.
- Supervise employees within a service environment and maximise team performance.
- Undertake training and development, identify training needs, assist with induction, and be involved in recruitment.
- Initiate actions to maintain agreed performance standards, including service improvement plans.
- Maintain formal and informal communications with Sodexo Workplace Experience Manager, QFM Helpdesk Team, and client staff.
- Remain flexible and seek continual improvements to service delivery.
- Responsible for ordering parts and materials, booking sub-contractors, and quality checking their work.
- Jointly manage annual leave, overtime approvals, sickness monitoring, appraisals, and career development with the Engineering Lead.
- Ensure compliance with all relevant Health and Safety legislation and site-specific policies, including Safe Systems of Work and Accident reporting.
- Perform any other ad-hoc duties within the scope of the role.
- Undertake monthly stocktake and to manage critical spares.
- To be an appointed LV AP for the Medway Campus.

### **Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"**

- Planned and reactive maintenance activities are completed within contract timescale and to the right standard.
- Documents produced are legible, timely, and of good standard.
- H&S and contract compliance performance reporting documents are up to date.
- Positive feedback from the client and Sodexo management team.
- Demonstrates a constructive approach, committed to delivering tasks, resourceful, and self-driven.
- Makes appropriate decisions, speaks confidently, analyses problems, and proposes solutions.
- Takes responsibility, acts with initiative, demonstrates energy and enthusiasm, seeks self-development opportunities.
- Works effectively as part of a team, shares ideas, responds helpfully, communicates effectively, and listens well.

### Knowledge, skills and experience

- (Preferred) IOSH Managing Safety
- HND or NVQ or equivalent in a relevant subject
- A minimum of 5 years practical experience in building services and plant engineering with formal qualifications and relevant experience within a defined discipline, e.g. electrical, mechanical or similar.
- Previous appointment as Authorised Person for one or more of the following disciplines, LV, Mechanical Services, Confined Spaces, Boiler and Pressure Systems or similar
- (Preferred) Understanding of Construction Design Management Regulations (CDM).
- (Preferred) Experience or Understanding of the requirements when working around Grade 1 & 2 Listed and World Heritage Listed properties, buildings and environments
- Excellent communications both written and verbal.
- Numerate and computer literate.
- Previous experience of managing a team of engineers
- (Preferred) Membership of Institute of Leadership and Management
- (Optional) Emergency first aid qualification

### Contextual or other information

- Required to undertake certain aspects of the role.
- Required to support other clusters and changes within the overall contract.
- Occasional travel required to attend other sites for training, meetings, cross-campus audits.

### Dimensions

<i>Financial</i>	£1 – 1.75m per annum
<i>Staff</i>	8 team members
<i>Other</i>	N/A

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Document owner	J Thatcher		