

JOB DESCRIPTION

Position Title	Estates Supervisor	Department	Technical Services
Generic Job Title	Maintenance Supervisor	Segment	Healthcare
Team Band	J2	Location	Wythenshawe
Reports to	Estates Operations Manager	Office / Unit name	Wythenshawe Maintenance

ORGANISATION STRUCTURE



Job Purpose

- The Estates Supervisor shall carry out a varied range of duties across a busy healthcare environment. The duties will be carried out across the Wythenshawe site as required.
- The Estates Supervisor will report directly to the Estates Operations Manager Building and will ensure that all planned preventative and reactive maintenance operations relating to joinery services are carried out in accordance with legislation, codes of practices, manufactures recommendations, HTMs, HBNS, H&SE recommendations, and are completed to programme and within the contractual response times.

Accountabilities or “what you have to do”

- Will be responsible for the day-to-day operation, direct management of directly employed trade staff and specialist sub-contractors.
- Will have a good working knowledge of Health and Safety at Work Act 1974.
- Ensure that all Statutory and Non-Statutory PPM work is carried out and fully compliant with legislation, codes of practices, manufactures recommendations, HTMs, HBNS, H&SE recommendations, and HVCA.
- Produce rosters to ensure planned and reactive maintenance activities are assigned to DEL and subcontractors.

- Will have supervisory experience and a trade background, with an NVQ level - 2 or 3.
- Carry out risk assessments for each maintenance activity and review asbestos register documentation for DEL and subcontractors.
- Carry out a minimum of 5 percent checks on live and completed works.
- Ensure timesheets are correctly completed, approved, and submitted as required for the joinery operatives.
- Have a working knowledge of the site BMS Systems.
- Conduct recharge work estimates, inclusive of time breakdowns as directed by senior management.
- Ensure work is distributed through the CAFM system (Maximo)
- Have overall responsibility for ensuring docket priority is adhered to and meeting KPI targets.
- Ensure staff and sub-contractors conform to Health and Safety requirements.
- Ensure remedial actions required on repairs and PPM jobs are raised and completed, where necessary, advise the Estates Operations Manager.
- Advise on fault finding on systems and instruct others as required.
- Assist the Estates Operation Manager on operational and technical issues as necessary.
- Be the Authorised Person for discipline.
- Control and issue permits as required.
- Will undertake additional training when required
- Drive the company vehicle as necessary.
- The Supervisor will manage minor multi-disciplinary projects from request through to handover via DEL or subcontractors and ensure all recharge paperwork is completed in a timely manner.
- Will ensure all trades complies with the contractual obligation on performance indicators.
- Manage minor multi-disciplinary projects from request through to handover via DEL or subcontractors and ensure all recharge paperwork is completed in a timely manner.
- To undertake all additional duties and responsibilities as instructed by senior management and may be required to work on other Sodexo contracts as directed by his manager.
- May be required to work out of hours shift patterns / overtime (both planned and unplanned)
- Manage chargehands, directly employed labour (DEL) and sub-contractors.
- Will be in contact with end users within the hospital facilities.
- Ensure that trade discipline is maintained and carry out necessary HR requirements.
- Deputise for other supervisors of differing disciplines as directed by management.
- Must be able to communicate at management level.
- Assist the Trust in reducing healthcare associated infections by being familiar with the Trust's Hand Decontamination Policy, attend mandatory induction training and be always compliant with all hand hygiene standards.
- You are responsible for your own Health and Safety and that of your colleagues.

Signed: _____

Dated: _____