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|  | JOB DESCRIPTION |
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**Job Title:** Facilities Site Supervisor & Services Officer

**Responsible To:** Facilities Manager

**Job Purpose:** To assist the Facilities Manager in the day to day operations, building maintenance, property repair, refurbishment and monitoring of contracts to the College.

## Principal Responsibilities

1. To manage the facilities helpdesk and assign jobs to the Facilities Operatives and/or contracted caretakers.
2. To coordinate and supervise the Facilities Operatives, including production of a shift rota, and arrangements for cover.
3. To liaise with the Health and Safety and Asbestos Compliance Officer to ensure all contractors comply with the permit to work system, and to ensure all work carried out in a safe manner, for instance asbestos.
4. To assist the Facilities Manager with an annual planned maintenance programme that: includes all building alterations and improvements to College premises to maximise their operational life and maintain their asset values.
5. To assist the Facilities Manager with the planning, prioritising, and implementation of a pre-planned programme of maintenance work. Works will include all building trades and services, heating, lighting, internal fixtures and fittings as well as interior and external decorations and environmental health issues.
6. To assist the Facilities Manager with the planning and management of objectives for building projects and maintenance contractors, in accordance with established procedures.
7. To advise on contractor selection and arrange for the competitive tendering of the works to be undertaken. To act as the main point of contact with external contractors, negotiating as appropriate to to ensure that works are achieved on time, within budget and that statutory requirements for standards and safety are satisfied, in line with procurement procedures.
8. To assist the Facilities Manager with the monitoring of contracts, including attendance at contractor meetings, providing feedback on compliance and performance against KPI’s. Ensure that the appropriate day to day supervision of contractors and contracts is undertaken, assisting, instructing and advising contractors on matters relating to quality control and the interpretation of contract documents.
9. To assist the Facilities Manager in ensuring that the College policies for environmental, health and safety are supported by maintenance and building activities and complied with by all contractors.
10. To assist the Facilities Manager in the preparation of budgets for building and maintenance services and managing all works within the agreed timescales and financial constraints. To maintaining a database of budget and repair costs.
11. To organising immediate reaction to emergency situations, devise solutions/remedial or temporary actions quickly to ensure safety and minimise impact on curriculum activities. This may include carrying out maintenance and temporary repairs to property, fixtures and fittings on any College site as required to ensure the security of the College estate.
12. To maintaining a detailed working knowledge of all relevant legislation, including the Health & Safety at Work Act, COSHH, CDM and Water Regulations and ensure that the appropriate standards are met within the College.
13. To assist the Facilities Manager in the preparation of reports including participation and delivery of reports to the Facilities, and Health and Safety Group.
14. To deputise for the Facilities Manager in their absence.
15. To assist the Facilities Manager in the preparation of reports with recommendations for specific building project and maintenance issues for consideration by senior management and the Corporation.
16. To assist the Facilities Manager in the day to day operation of the Estate planned and reactive maintenance.
17. To driving the College works vehicle between all College campuses.

**College Responsibilities**

1. To actively promote the diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required, and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this Job Description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manger and the HR Manager which may lead to revisions in light of the operational requirements of the College.