

Job Description

Maintenance Supervisor

Job Summary:

To provide team supervision and maintain and repair the building services delivered on behalf of the company. This is a hands on Role, carrying out Energy Management, Reactive and PPM demands.

General Duties:

- Responsible for CAFM generated work tickets.
- Responsible for up keep of Plant and Plantrooms and daily checks.
- Responsible for carrying out SFG20 PPMs and ensure successful completion.
- Responsible for carry out statutory record keeping such as Fire Alarm System, Sprinkler System, PAVA System, Phone Refuge points and Emergency Lighting.
- Responsible for co-ordination of sub-contractors.
- Follow and ensure SSOW are adhered too.
- Management of sub-contractors. Carry out site inductions and issuing and closing of PTW's.
- Good knowledge of H&S, have past experience in producing Method Statements & Risk Assessments and carrying out Tool Box Talks.
- Oversee successful completion of all CBM testing on site.
- Oversee energy and have a strong understanding of mechanical and electrical systems.
- Assist Contract Manager and carry out any reasonable management requests.

Technical Requirements

- Electrically qualified with solid foundation/knowledge in HVAC and Mechanical Systems – Essential.
- Current HV switching qualifications – Desired but must be obtainable by candidate.
- Electrically qualified 18th Edition – Desired.
- City and Guilds 2391 – Testing and Inspection – Desired.
- Prior Knowledge and Experience of Condition Based Monitoring – (Thermography and Vibration Analysis) – Desired, however on-site training will be given.
- Good knowledge of BMS controls and fault-finding.
- Good General knowledge of air handling units, air conditioning systems and boiler plant

Below are helpful but non essential:

- F Gas/Refrigeration qualifications an advantage.
- Gas Safe qualifications an advantage.
- PASMA an advantage.
- IPAF an advantage.
- Able to work alone and supervising a small team.

Person Specification

- Advanced IT skills required. E-mails, Excel, PowerPoint and Word.
- Commercially aware.
- Experience of working in corporate environment

- Able to be part of the call out / standby rota of 1 in 4 weeks

General:

- To be a 'team player' within the office and contract
- Helping colleagues, as and when necessary, especially to meet deadlines
- Contribute effort towards Company Vision and Mission and observe Company values when actioning your objectives

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Recognise people's needs for alternative methods of communication and respond accordingly

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Platinum Facilities as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Equality and Diversity:

The post-holder will support the equality, diversity and rights of colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Company procedures and policies and current legislation.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

Quality:

The post-holder will strive to maintain quality within the Company, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Effectively manage own time, workload and resources

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Platinum Facilities Health & Safety Policy, to include:

- Using security systems within the workplace according to Company guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks.

- Making effective use of training to update knowledge and skills
- Reporting potential risks identified.

Confidentiality:

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information. All such information from any source is to be regarded as strictly confidential.
- Information relating to the business of the Company may only be divulged to authorised persons in accordance with the Company policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Note:

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.