



## Job Description

Job title	Repairs Supervisor (M&E Trades)	Hours	37 hours <i>Some flexibility in the working hours will be required from time to time.</i>
Department	Housing Technical Services	Salary	SK14 (£39,027 per annum)
Location	On Site / Works Depot	Contract	Permanent

### Main Job Purpose

You will support the Repairs Manager to oversee the successful delivery of reactive repairs, damp and mould repairs, complex repairs, disrepair and the procurement of materials.

You will be responsible for an operational team who oversees and delivers the in-house repairs team and external contractors.

You will contribute to ensuring the delivery of customers focused, value for money service and manage resources to meet changing service demands.

Undertake the NIC EIC Qualified Electrical Supervisors role to manage and supervise works carried out by our in-house M&E teams.

This role is not politically restricted.

### Main Statement of Responsibilities

- To supervise, motivate and develop the Mechanical and Electrical trades within the Repairs and Voids team.
- Undertake the NIC EIC Qualified Electrical Supervisors role to manage and supervise works carried out by our in-house teams, (M&E Supervisor Only).
- To understand our reactive repairs and voids policies and procedures and ensure that these are followed by the team, including addressing any non-performance issues.
- Cooperating and communicating with all internal and external stakeholders of the Service, keeping accurate records.
- Carry out pre and post inspection visits of repairs and voids to schedule works, diagnose defects and/or monitor quality.
- Ensure that daily/weekly job schedules maximise the numbers of jobs to be undertaken in the most cost effect manner.
- Provide advice on asbestos issues and ensure that operatives are aware of their responsibilities and the emergency procedures in place.
- Undertake audits on operative works to confirm the use of safe systems of work and quality of repair.
- To undertake out of hours call outs on rota, either in a supervisory and operative as the service requires.
- To create and maintain out-of-hours call rota's to ensure that there is sufficient cover across trades.
- Assist colleagues and co-ordinate materials and equipment required for jobs.



- To actively participate in the development and monitoring of robust, accurate performance reporting, taking proactive steps to meet and exceed targets set and deliver continuous improvement
- To monitor work equipment and ensure that regular servicing and maintenance is carried out.
- To maintain a register of training requirements for operatives.
- To identify and manage risk in relation to the areas of operation and ensure risk registers are maintained and properly recorded.
- To comply with financial standing orders, monitor the cost of repair works and provide summary advice to management
- Ensure that RAM's and construction phase H & S plans are in place for works.
- Authorise payments to suppliers in line with the Financial Regulations.
- To monitor and manage the fleet to ensure the most cost-effective configuration of vehicles.
- To provide cover for other Supervisors and Surveyors during periods of leave of absence.
- Manage and motivate your team including carrying out regular 121's, annual appraisals, holding regular team meetings, giving positive feedback to team and individuals, setting and achieving performance targets and addressing employee non-performance in accordance with policies and procedures if required.
- Authorising annual leave and holding sickness reviews.
- Demonstrate commitment and support for safeguarding and promoting the welfare of children, young people, and vulnerable adults.

## Core values

**Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.**

They focus attention on six areas:

### Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

### Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

### Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

### Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.



### Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

### Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



### Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

### Person Specification

#### Relevant Experience, Skills and Knowledge

##### Essential

- Broad knowledge of housing and construction processes including construction methods.
- Knowledge and understanding of repairs processes and procedures.
- Knowledge of asbestos and HHSRS
- Knowledge and understanding of health & safety in construction
- Good IT skills and using IT systems
- Experience of managing people
- Ability to write RAMS

##### Desirable

- Contract management experience
- Budget Management experience

#### Relevant Qualifications

##### Essential

- City and Guilds Craft Certificate/Time served.
- Full driving licence.
- Experience in surveying and diagnose repairs
- NIC EIC qualification to undertake Qualified Electrical Supervisor role (M&E Trades)

##### Desirable

- Other trade qualifications



- IOSH Working Safely
- HHSRS Awareness
- Asbestos Awareness

### Communication and Interpersonal Skills

#### Essential

- Ability to work as part of a team.
- Awareness of equality issues.
- Willingness to participate in emergency call outs.
- Effective customer care skills.
- Show flexibility in terms of hours and range of duties.
- Ability to adopt an ordered, systematic and thorough approach to work tasks and record-keeping