**Maintenance Supervisor**

## Job Description

## A little bit about us….

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses. On average, there are seven residents in each house with one House Manager, one Deputy House Manager and a group of care staff including night duty staff, spread across five residential care homes and our Workshops.

## Our Ethos

The aim of Garvald West Linton is to meet the physical, emotional and spiritual needs of the individuals we support.

## Main Purpose of Role

To ensure Garvald West Linton maintains the highest levels of maintenance and repair in all of its properties and to further ensure compliance with all regulations in relation to Health and Safety.

## Key Priorities

* To understand the often complex nature of all the buildings operated by GWL.
* To oversee the maintenance and repair of these buildings.
* To ensure all contracted works are completed to the highest standard.
* To supervise the other maintenance team members.

## Tasks

* To identify and seek quotes from contractors on work identified through the maintenance team meeting and the Health and Safety meeting.
* To be the GWL point of contact when contracted work is being undertaken.
* To support the Residential and Day Service managers in delivering effective maintenance and repairs to the various sites across GWL.
* Hands on maintenance and repair when it is within your skills and competence.
* To ensure all weekly, monthly, quarterly and yearly checks are achieved and recorded in a timely manner.
* Together with the maintenance team prepare a robust inspection regime to improve standards of housekeeping and cleanliness.
* General maintenance list for all GWL sites.
* Effective planned maintenance and repair of properties to ensure compliance with standards whilst also managing costs.
* Ensuring contractors are inducted, managed and work according to pre agreed standards and deadlines.
* Working in accordance with company standards of health, safety, quality and environmental care.
* Regular visits to all GWL sites.
* Ability to work independently.
* Meet with the team regularly to share updates, knowledge and good practice.
* To refresh all training in a timely manner i.e. fire marshall/fire safety, Health and Safety, working at height, etc.
* To identify, respond and follow through any emergency task i.e. power failure, fire alarms, etc.

**Qualifications**

No formal qualifications are required.

## Knowledge and Experience

## Working knowledge of general maintenance tasks.

* Excellent communication skills.
* Able to prioritise work tasks.
* Proven ability/experience of team working.

## Skills, Abilities and Personal Attributes.

* Comfortable working within a Health and Social Care setting based on social therapy.
* Proven abilities in various maintenance tasks.
* Computer literate and basic knowledge of Microsoft Office packages.
* Excellent organisation skills.
* Excellent communication skills.
* Adaptability and flexibility – requirement to re-evaluate tasks and prioritise.
* Ability to take a lead role with maintenance tasks.
* Must be able to work under pressure and meet deadlines.
* Perseverance around complex maintenance tasks.
* Dependability and strong work ethic.
* Supervisory experience.

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This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.