

# JOB DESCRIPTION

**Maintenance Mechanical Supervisor**, **Estates Operations Vacancy Ref:0724-24**

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| **Job Title:** Maintenance Mechanical Supervisor | **Present Grade:** 7 |
| **Department/College:** Facilities | |
| **Directly responsible to:** Maintenance Manager | |
| **Supervisory responsibility for:** Maintenance Plumbers, Fitters & Maintenance Assistants | |
| **Other contacts** |  |
| **Internal:** Maintenance Manager, Assistant Director of Estate Operations, Estates Mechanical / Electrical Engineers, Energy Manager, and wider Facilities team colleagues, including Facilities Managers, Helpdesk, Accommodation, and Development Team colleagues. UPP Partnership colleagues, Staff, Students, Operations Team, Health and Safety office, HR | |
| **External:** Contractors, visitors, suppliers |  |
| The Maintenance Mechanical Supervisor will be responsible for supervising all mechanical building services and basic electrical services as appropriate. This will include all mechanical reactive and planned maintenance and repairs, associated health and safety requirements, across hot and cold-water services, natural gas services including boilers, HVAC.The post requires the ability to fulfil the role requirements with total versatility and flexibility across required servicing, testing, fault diagnosing, repairing, and installing all types of mechanical services and where appropriate, electrical building services equipment. | |
| **Principal Accountabilities/Main Tasks**  Supervision and allocation of work to University / or contracted mechanical craftsperson’s and maintenance assistants directly employed by the University.  Competent and experienced fault finding and problem-solving skills in Mechanical services, hot and cold water services, HVAC, control systems, natural gas services including boilers, oil boilers, air conditioning, unvented systems, pumps, drainage on site and to buildings.  Appointing and advising specialist contractors.  Supervision of mandatory health & safety controls including insurance statutory inspection programmes, including but not limited to Natural Gas systems, unvented systems and Legionella.  Supervision of Mechanical trade reactive and planned maintenance works.  Specifying and assisting in estimation of planned maintenance, minor and refurbishment works, including managing work related recharge as identified.  Monitoring and managing the helpdesk, work management system (Planon) relating to fault reporting achieving agreed service levels, and prioritising the deployment of resources.  Providing monthly team performance reports as required.  Providing and issuing risk assessments and safe systems of work as required.  Record and filing staff time, holiday, sickness, call outs overtime and accidents.  To attend the University site ‘out of hours’ for emergencies and unusual occurrences as necessary and as directed.  Provide day to day supervisory cover for supervisors of other trades during periods of holidays and sickness.  Other duties & responsibilities appropriate to the post as may be required by the Maintenance Manager  The post holder will have leadership and motivational qualities to be able to supervise a team of craft-persons and semi-skilled labour.  A strong interaction with directly employed University and contracted staff, and students and visitors is an important requirement of the job. | |