University of Wolverhampton
Job Description

Post: Technical Supervisor JD

Department: Estates & Facilities Management

Position: 201879

Salary Scale: UW8

Organisation Chart:

Reports to: Maintenance Manager

Post Holder: Technical Supervisors

Responsible for: Maintenance Teams

Contacts

Internal:
Faculty, School, Departmental and Campus Staff, Students, Estates & Facilities Staff and maintenance staff on other sites.

External:

Person Specification

Post Holder will be a qualified trade person to an advanced level from any Buildings/M&E related trade, with experience of the supervision of trade operatives, unskilled craft operatives and external contractors. The Post Holder should also have a reasonable level of computer skills.

The Technical Supervisor will work in collaboration with other University Maintenance Manager and Technical Supervisors providing a fully encompassing service delivery plan for the university. Will have full responsibility for ensuring planned maintenance (PPM) and reactive maintenance tasks are prioritised and carried out in accordance with the contract KPI’s and Health & Safety on their site.
Budget

The Technical Supervisor will be issued with and be responsible for annual budget for undertaking the maintenance, materials and sub-contractors against which he/she may raise orders. Will assist the Maintenance Manager for overseeing the maintenance budget which is devolved to the relevant Technical Supervisor on each Campus.

Purpose of the post

To exercise first line supervision of a multi-disciplined skilled and unskilled workforce engaged in the repair and maintenance operation by organising their work, ensuring appropriate safety regulations are complied with and that a satisfactory standard of craftsmanship and level of output are maintained.

Each Technical Supervisor will be responsible for a geographical area designated by the Maintenance Manager, but may be called to assist in other areas when necessary and specific responsibilities in other Technical Supervisors areas.

The Technical Supervisor will have a solid understanding of plumbing and electrical systems as well as carpentry and other crafts. He/She will be well-versed in all maintenance process and health and safety regulations. The ideal candidate will also have aptitude in undertaking project management, administrative tasks such as reporting and have experience in budgeting etc. The ability to forecast and manage programmes and budgets effectively, always being cost and customer conscious.

Main Duties and Responsibilities

To deliver building fabric and building services maintenance/repairs individually or in conjunction with other Estates & Facilities staff. Responsibility for the Day-to-day supervision of work carried out by direct trade staff, unskilled craft staff and external contractors.

To undertake the provision, monitoring and recording of work progress and planning as required for all operatives and contractors.

To ensure adequate standards of workmanship are maintained together with a suitable level of productivity and efficient use of materials, for both direct labour and contractors’ staff, to ensure a quality and standard is completed. That all work is undertaken in accordance with all statutory regulation and Health & Safety Legislation and to the highest Safety Standards.

To promote at all times safe working methods, observe statutory regulations, codes of practice and all matters relating to the Health and Safety at Work Act.

To ensure staff are adequately trained against the mandatory person specification as a minimum as laid down by the university and to a procedure laid down by the Estates Management Standard Operating Procedures.

To ensure that all tools and equipment used by the maintenance staff or contractors within the University are in a safe working condition, compliant and report any failings.

To ensure repairs and maintenance work to all University buildings are correctly carried out and as necessary to raise Purchase Order Requisitions for materials and contractors.
To attend or deputise for the Maintenance Manager where applicable at any management or site meetings held in relation to any works to be carried out by Estates Management.

To supervise authorised minor improvement work to all University buildings. To monitor or supervise, as required the installation of new plant and equipment.

To ensure that contractors are complying with the written procedures and orders laid down other University staff and management.

To keep up-to-date with relevant technical and regulatory developments in building construction trades.

To ensure that all leave requests for the direct labour force are processed in a proper manner so that holidays are evenly distributed.

To monitor the time keeping, performance and productivity of all members of the maintenance team.

To ensure that Method Statements are produced by contractors before any work is commenced within the University.

Manage and control all external contractors who carry out maintenance works and ensure procedures are in place to monitor their effectiveness.

Assist with the implementation of safe working methods, carry out risk assessments and develop safe systems of work in line with the Estates & Facilities Safety Policy. Furthermore, ensure all maintenance staff have received the relevant health & safety training in line with the University mandatory requirements and the Estates Management Standard Operating Procedures.

To ensure compliance with statutory and advisory regulations in relation to all works carried out by the maintenance department or its contractors.

To ensure that Inventory Returns are sent to the Estates & Facilities Office, in accordance with the laid down annual programme.

To ensure campuses are kept in a clean, tidy and compliant condition, with maintenance related refuse is regularly removed from the University premises.

To assist in the coordination of an effective call out system for emergencies and participate as necessary on a rostered basis.

To undertake regular building fabric surveys internally and externally, to ensure “Fit for purpose” condition and compliance. Surveys would be undertaken either individually or in conjunction with other Estates & Facilities Management.

To maintain effective communications with University key stakeholders, academic, non-academic and Estates Management staff on all aspects of repair work, maintenance or minor improvements and contractors.

In the event of serious and sudden defects to any element of the buildings, liaise with and assist the Maintenance Manager in carrying out prompt remedial action.
To organise, attend site and departmental meetings with contractors deputising for the Maintenance Manager as required.

To assist the Maintenance Manager, in the recording and dissemination of information in the preparation of and action upon Maintenance Performance Reports.

To ensure that contractors are complying with the written procedures and orders set-out in the Standard Operating Procedures.

Health & Safety

The Technical Supervisor will be expected to undertake emergency first aid training, and be responsible for health and safety in the area under his/her control on a day-to-day basis. They must ensure, as far as is reasonably practicable, that he/she is familiar with all relevant Health and Safety legislation and recommendations and that these are observed within his/her areas of responsibility.

Attention is particularly drawn to the existence of the University's intranet site where all Health & Safety information can be found. Any accident in the post holder's area must be entered in the accident book.

It may also be necessary for the post holder to undertake duties outside of normal working hours for which time off in lieu will be considered.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

GDPR (General Data Protection Regulations) [2018]

The Post Holder will be familiar with the above legislation and will, at all times, bear in mind his/her responsibilities under the above Act. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Computer Misuse Act 1990

The Post Holder will need to have regard to the provision of the Computer Misuse Act 1990 and in particular to take such steps as may be necessary to prevent unauthorised access to computer material [Section 1] and the unauthorised modification of computer material [Section 3].
**UNIVERSITY OF WOLVERHAMPTON**

**EMPLOYEE SPECIFICATION**

**JOB TITLE:** Technical Supervisor  
**ESTABLISHMENT NO:** 201879

**SCHOOL/DEPARTMENT:** Estates Management Department

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<thead>
<tr>
<th>No</th>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
<th>Shown in</th>
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<tbody>
<tr>
<td>1</td>
<td>Standard of General Education</td>
<td>Minimum of CSE GCE or “O” level including Maths &amp; English ‘A’ Level Subjects</td>
<td>Application</td>
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<td>2</td>
<td>Academic Qualifications</td>
<td>Craft level qualifications in a building or M&amp;E related trade</td>
<td>Advanced craft level qualification in a building or M&amp;E related trade</td>
<td>Application</td>
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<td>3</td>
<td>Professional Qualifications</td>
<td>Membership of related professional trade organisation</td>
<td>Application</td>
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<td>4</td>
<td>General Skills/Experience</td>
<td>A wide range of knowledge and experience of all trades and services.</td>
<td>Application Interview</td>
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<td>5</td>
<td>Specific Skill/Experience</td>
<td>Experience of supervising a multi-skilled workforce and contractors. I T Skills and the use of basic industry software Experience of working through a Service/Help Desk.</td>
<td>Experience of working with handheld smart field devices.</td>
<td>Application Interview</td>
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<td>6</td>
<td>Specific Qualities Related to Particular Position</td>
<td>Self Motivated Commitment to Equal Opportunities Commitment to Quality Computer literate</td>
<td>Experience of working in a similar position within a large or similar organisation</td>
<td>Interview</td>
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<td>7</td>
<td>Other</td>
<td>Excellent Communication Skills across a wide spectrum</td>
<td>Advanced computer skills</td>
<td>Interview</td>
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**Issued by:** Martyn Harris  
**Date of Issue:** 01.11.2019