

# **MAINTENANCE SUPERVISOR**

## **FURTHER PARTICULARS OF THE JOB**

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### **JOB DESCRIPTION**

**Job Title:** Maintenance Supervisor

**Department:** Maintenance (part of Home Bursary)

#### **Main Purpose of Job:**

To oversee the Maintenance Team, under direction from the Estates Manager, and provide a high standard of maintenance both proactively and reactively for the College. To supervise contractors and monitor the quality of their work, as well as being a first point of contact for general maintenance enquiries from the College community.

#### **Relationships:**

1. Reports to: Estates Manager
2. Responsible for: Maintenance Team (currently 3 technicians).
3. Liaison with: Staff/Students/Fellows/Accommodation Office/Catering and Events  
Department/Maintenance/Lodge/Outside Agencies/Contractors/Suppliers

### **Main Tasks of Job**

#### **Team Leadership Duties:**

- Support the maintenance team through day-to-day operations and be a first point of contact for any initial enquiries and provide guidance where needed.
- Carry out all HR staff management processes with the team in line with College policies; sickness absence, annual leave, performance, disciplinary/capability as required.
- Motivate and guide the team whilst remaining a hands-on leader, providing instructions and on-the-job training when needed.

#### **Operational Duties:**

- Oversee general maintenance work.
- Monitor and utilise the Zendesk maintenance ticketing system, providing training and guidance for the team when required.
- Ensure that the maintenance team are able to execute and complete allocated work.
- Escort external contractors as necessary.
- Ensure maintenance workshop areas are kept clean, tidy and secure at all times.
- Inspect and carry out any necessary repairs on accommodation rooms.
- Work within all current Wolfson College policies and Health and Safety policies.
- Maintain relevant records.

#### **Supporting the Estates Manager:**

- Overseeing and monitoring the site BMS software in collaboration with the Estates Manager.
- Assisting the Estates Manager with the running of our new decarbonised heating system (Air Source and CO2 Refrigerant Heat Pumps).
- Overseeing the decoration and repairs to the fabric of the buildings; through direction from Estates Manager.

- General maintenance of all plant, including heating, ventilation and kitchen plant, and all mechanical, electrical and piped services and drainage.
- Support the Estates Manager with development and implementation of a planned maintenance and refurbishment programme for accommodation, buildings and plant.
- Work within guidance and ensure staff are also compliant with legislation and H&S regulations.
- Regular inspections of College properties to identify Health and Safety and maintenance issues requiring attention; reporting to the Estates Manager.
- Recording and monitoring the consumption of electricity, gas and water and making recommendations for improvements in energy efficiency
- Maintaining accurate records of all compliance tasks through direction from Estates Manager; i.e., emergency light testing, LUX level recording, fire extinguisher monitoring, fire door checks, etc.

#### **Maintenance Tasks:**

- Assessing and, if needed, carrying out reactive repairs, where possible within competency level, to the College water, drainage and heating systems; engaging contractors when required.
- Carry out planned preventative maintenance work as per a schedule developed by the Estates Manager.
- Assessing and, if needed, assist carry out small installation and project work with other team members.
- Assessing and, if needed, assist with carrying out general decorating and painting.
- Carry out any other required maintenance duties and assist and support any member of the maintenance team as needed.
- Assist Estates Manager with organising and participate in the College's out of hours emergency call out rota.

#### **Other duties:**

- Assist with the weekly Fire Alarm testing tasks, as well as termly fire drills and act as a Fire Warden.
- Identify maintenance needs, make recommendations regarding improved work practices, labour and machinery utilisation and assist in developing plans for maintenance work
- Provide help, support and advice to other College departments; working closely with the Housekeeping Team, Grounds Team and Accommodation Office.
- Act as a First Aider.
- Attend necessary in-house or external training as required.
- To ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College's Data Protection Policy, and to ensure that such information is not disclosed to any unauthorized person.
- Any other duties as requested by the Estates Manager

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety qualification</li> <li>• Fire Marshall certificate</li> <li>• First Aid certificate</li> <li>• SMSTS certification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of general maintenance activities (plumbing, carpentry, basic electrics)</li> <li>• Familiarity with statutory ACOPs including gas, electricity, etc and ability to work within their remits</li> <li>• Understanding of building regulations</li> <li>• Working knowledge of COSHH regulations</li> <li>• Working knowledge of H&amp;S regulations and practices</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Solid IT skills including MS Office applications</li> <li>• Availability to participate in the out-of-hours callout rota</li> <li>• Ability to carry out domestic repairs and maintenance as outlined in the Main Duties</li> <li>• Good interpersonal skills with the ability to develop good relationships with people in different departments</li> <li>• Ability to communicate positively and effectively and to present information in a succinct and clear manner</li> <li>• Ability to become familiar with and work within Wolfson College guidelines, policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to create and maintain H&amp;S records</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role, including experience of supervising staff and contractors</li> <li>• Experience in general maintenance and operating equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in carrying out inspections and maintaining relevant records</li> <li>• Experience of working within a college / education environment.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Well organised with the ability to work well in a team and with minimal supervision</li> <li>• Calm and composed demeanour</li> <li>• Flexible and collaborative attitude to duties</li> <li>• Willingness to take personal responsibility for standard of work carried out</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to self-development</li> <li>•</li> </ul>

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available for an immediate start. It is full-time and permanent with a 6 months' probation.
<b>Hours:</b>	Working hours are 42 hours per week, usually 7:30 am to 4:30 pm Monday to Thursday and 7:30 am to 4:00 pm on Friday, and such hours as are necessary for the proper performance of duties. There is an unpaid 30 minutes' lunch break. The Maintenance Supervisor participates in a call-out rota, which requires availability during out of work hours for one week in a month on average, and for which additional payment is made.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays, some of which you may be required to work. The holiday year runs from 1 October to 30 September.
<b>Salary and Benefits:</b>	The starting salary for the 42 hours' week will be £33,125 per annum. Benefits include pension scheme, free lunch within allowance when on duty, free parking.
<b>Notice period:</b>	1 week during probation, 3 months thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

### Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/policies/data-protection-policy>)

**The closing date for applications is Monday 12 May 2025 at 9.00am. Interviews will take place in the week commencing 21 May 2025.**