JOB DESCRIPTION

Job Title: Heritage Builders Supervisor

Department: Works

Reports to: Hard Services Manager/Clerk of Works

Responsible for: Monitoring conditions, planning and completing building work to safeguard and preserve the College’s historic and listed buildings and day-to-day management of the building team.

Purpose of role: Provide a swift response to resolve reactive building work requests and plan preventative and project work across site within set parameters.

Work alongside Electricians, Plumbers and Carpenters to plan and deliver skilled building work as part of a building or facility refurbishment or project.

Main Responsibilities:

- Day to day management of the building team, ensuring reactive works received are dealt with efficiently around planned preventative work.
- Identify and repair damage to the fabric of our buildings, structures and pathways using traditional and modern methods where suitable to maintain our historic estate.
- Safety is paramount, the post holder will ensure everybody involved in maintaining our estate is working in a safe manner considering Health and Safety requirements, ensuring risk assessment and method statement requirements are applied at all times.
- Any other reasonable duties that may be required and are compatible with the nature of the job.
- The role holder will be required to work additional hours on a rota basis to respond to emergencies occurring outside normal working hours.
Person Specification

Knowledge and experience

- A good knowledge and experience of supervising workers within the construction and building trade.
- Good knowledge of Building Regulations
- Excellent communication and interpersonal skills in order to provide advice, help and support to colleagues
- Confident and experienced in multi-trade skills including brick laying, plastering walls and ceilings, tiling and roofing
- NVQ / City and Guilds Qualified
- IOSH or NEBOAS Qualification is ideal
- Clean Driving Licence
- IPAF or recognised equivalent qualification to operate MEWP’s.

Skills and Personal Attributes

- A planner, thinks ahead, managing tasks effectively and efficiently
- An influencer, is respected, building strong team relationships, sharing ideas and experience
- Able to provide confident professional expertise as members of multi-disciplinary team
- Able to ride a bike Flexible and positive, actively embracing change

Employment Details

Rate of Pay: £26,637 per annum (permanent contract)
Hours: 39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm
Holiday: 25 working days plus 8 public holidays
Meals: Free lunch is provided for staff whose duties cover this period
Pension scheme: A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month’s service. All staff will become members unless they choose to opt out
Private Health Care: Staff are able to join health and dental care after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym: Membership of the College gym is available for a modest fee. Inductions are compulsory
Sports & Social Club: The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event