# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Buildings and Works Supervisor (temporary, twelve month post with possible extension)</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Maintenance</td>
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<td>Job purpose:</td>
<td>Act as the College project manager for minor building projects and maintenance projects as required.</td>
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## Specific duties:

Reporting to the Bursar (or other College officer) as requested, the post-holder will be expected to:

- Act as the primary point of contact for maintenance and project works on the Causewayside estate. This will include intervening directly to resolve minor resident requests. A programme of multiple flat refurbishments is planned for the summer of 2024 which will be the focus of the role.
- Contribute to and oversee the scoping, planning, tendering and execution of minor building projects falling outside the remit of routine maintenance works.
- Act as the College project manager for minor building projects as required, ensuring that best practice and value for money are achieved.
- Work pro-actively and co-operatively with other College departments to ensure excellent mutual communication (including notice of works) relating to ongoing or upcoming projects.
- Ensure that regulatory obligations (e.g., Building regulation, listed building requirements etc.) are followed in the planning and execution of building projects.
- Maintain the building technical, MEP, and safety folders for Causewayside, ensuring that Fire safety, Health and Safety, and regulatory requirements are fulfilled within statutory time limits.
- Collaborate with architects and engineering consultants on a fully-scoped degasification project for a 54-bed student accommodation hostel (Gwen Raverat House). Act as the College’s operational interface during the works, reporting on progress and issues to the Bursar and Second Bursar. Ensure that the contracts are executed as planned.
- Contribute to strategic decisions on the feasibility and phasing of College building projects falling outside the remit of routine maintenance works.

## Works with:

| Works with: | Other Maintenance staff, contractors, architects, M&E engineers, QS |

## Responsible for:

| Responsible for: | N/A. |

## Responsible to:

| Responsible to: | Bursar |
## PERSON DESCRIPTION

| Qualifications: | NVQ or other qualification in general maintenance or a trade  
|                | PASMA or equivalent qualified or willing to train  
|                | Health and Safety aware and willing to train further |
| Experience:    | Experience in general maintenance or a trade: plumbing, carpentry, electrical, plastering, decorating, bricklaying etc.  
|                | Knowledge of and commitment to safe working practices  
|                | Experience of practical management of minor building projects acting as a commissioner representative.  
|                | Understanding of how to deliver maintenance services whilst ensuring good customer/resident service  
|                | Working collaboratively in a small team and successfully with other teams in a workplace |
| Skills:        | Self motivated and with a flexible approach as well as the ability to use initiative to get things done  
|                | Able to lead by example to ensure a positive working environment with all members of the College community.  
|                | A proactive attitude, conscientious, hardworking, and reliable  
|                | Ability to display tenacity when managing projects to ensure their timely completion  
|                | Able to understand directions and implement them independently  
|                | Sufficient level of literacy and IT knowledge in order to complete tasks on Microsoft products, respond to emails in a timely and professional manner and take notes at meetings. |
| Special requirements: | Able to climb staircases due to limited access at Causewayside flats |
These job and person descriptions are non-contractual

Current incumbent: 

Reviewed by Head of Department: December 2022