Job Description – Mechanical & Electrical (M&E) Maintenance Supervisor

About the Role

A qualified tradesperson to lead and supervise a team of fourteen M&E maintenance staff situated in four workshops, receiving prioritising, organising and allocating planned and reactive work orders within service level agreements to maintain operation of the University’s infrastructure, buildings and assets.

Undertakes on the job inspections to assess risk, ensure compliance, quality control, and completion of work within service level agreement. Ensures safe systems of work followed for use of tools, equipment, materials, workshop machinery, achieving workshop and plant room tidiness.

Plans and coordinates out of hours work for the team and maintenance contractors negotiating access with staff and security.

Contributes to recruitment, induction and training of the team. Monitors attendance

Leads, motivates and promotes good engineering practice and professionalism of the maintenance team, collaborating across teams within Estates to achieve University objectives.

Key Responsibilities

▪ Direct day to day supervision of mule-discipline M&E Maintenance team

▪ Daily decisions on planning, prioritising, allocation and organising the M&E Maintenance Team to complete planned and reactive work orders within service legal agreements.

▪ Coordinator emergency responses utilising M&E Maintenance Team and contract support as necessary.

▪ Inclusion on the University fire incident team and emergency call out rota for out of hours emergencies.

▪ To monitor attendance, approve leave and support members of the team back to work from sickness absence. To conduct back to work discussions and any follow up actions.

▪ Ensures safe systems of work are followed for working at height, in confined spaces, for permits to work, use of tools, equipment, materials and all workshop machinery. Carry out routine inspections and follow up on necessary corrective actions.

▪ Carry out Career Development and Staff Appraisals for the team to set standards, clarify expectations and meet objectives, identifying training needs.

▪ Responsible for ensuring personal protective equipment, working at height and confined space access equipment is provided in good condition and used correctly for work as necessary. Carry out routine inspections and follow up on necessary corrective actions.
▪ Make daily decisions on what materials are required to undertake tasks, including sourcing the best value negotiating with stores and suppliers.

▪ To personally complete a proportion of the reactive and planned work in support of the team as necessary and as instructed by the M&E Maintenance Manager.

▪ Be able to communicate across all levels of Estates with University staff, contractors, visitors and suppliers.

▪ To maintain standards of workmanship and the general appearance of the campus and off-site premises. To agree areas for improvement with the M&E Manager.

▪ Develop a personal knowledge and understanding of the M&E systems and assets that make up the M&E infrastructure of University buildings.

▪ Advise and make provisions to ensure the health and safety of staff and visitors are not affected by M&E maintenance works.

▪ Assist M&E Maintenance Manager obtaining value for money and budgetary control.

▪ Carry out physical M&E maintenance tasks including manual handling, working at heights, outside working sometimes in inclement weather, working off scaffolds, ladders and mobile platforms, working in confined spaces.

▪ Occasional visits to off-campus premises at Wellingborough Warehouse, Wednesden House and Dane Road. A current driving license is essential.

▪ To be able to work with other maintenance trades within Estates.

▪ Monitor and control plant performance and environmental conditions ensuring a sustainable workplace using the Building Management System.

▪ Contributes to creation and adjustment of planned maintenance schedules with the Estates CAFM (Planon) system.

▪ Assist in the updating of condition surveys, asset register and plant history within the Estates CAFM (Planon) system.

▪ Assist the M&E Manager in the supervision of contract labour as required.

▪ Complies with University and Estates policies and procedures including data protection, equality, financial, health and safety, human resource and procurement compliance.

▪ Undertake any duties and responsibilities as requested by Director of Estates.

Skills and Experience

▪ City & Guilds or Advanced Modern Apprenticeship NVQ level 3 or equivalent

▪ A qualified time served tradesman Mechanical and/or Electrical disciplines

▪ Substantial post qualification experience in a similar maintenance environment

▪ Understanding of health and safety legislation pertaining to construction and maintenance
▪ Knowledge of how to undertake manual handling safely
▪ Good verbal communication skills
▪ Positive approach to customer care
▪ Capable of working in a demand driven service
▪ Ability to access plant rooms, roofs and use work at height equipment
▪ Current driving license