



Role Profile

Property Maintenance Supervisor

Reference No.	AA647	Type	Individual
Service	Environment & Building Services		
Job Family	Para Professional 5	Grade	FC7

Purpose

You will be responsible for the supervision and management of resources including sub-contractors in the Property Maintenance team within Building Services, Covering Fife wide, in a variety of domestic and non-domestic properties within a construction environment.

You will work closely with other Services, to deliver joint commitments through resource planning to provide a service, which puts the needs of the customer at the forefront of service management, organisation, and delivery.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking responsibility for a Joiner specialised trade team for the delivery of projects and general mechanical maintenance of both domestic and non-domestic installations, including the co-ordination of works by subcontractors and maintaining professional relationships with suppliers, subcontractors, and colleagues to work more efficiently.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 7, which includes HNC, or SVQ or CMI Level 3 in Operational Management or equivalent

Served recognised relevant trade apprenticeship

Ability to provide a regular and effective service (Deliver Results) – See 'How We Work Matters' Framework

E **D**

✓

✓

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	CITB site safety at certificate level, or equivalent and a Health and Safety qualification/COSHH awareness.		✓
Motivating/monitoring Team and providing appropriate leadership and support to ensure the highest possible standards of quality and Customer Care.	Team building skills (Work together) Motivational skills Knowledge of Fife Council attendance management processes	✓ ✓	✓
Monitoring sickness absence in accordance with Council Attendance Management Policies, including appropriate disciplinary action up to and including written warning, ensuring consistency and fairness.	Supervisory experience within the construction industry Interpersonal skills	✓	
Planning, organising, directing, co-ordinating, monitoring and controlling all work, including that of sub-contractors and the deployment of manpower, vehicles, plant and equipment for defined sites during entirety of contract.	Experience of working to meet deadlines Experience of responding positively when under pressure	✓ ✓	
Carrying out pre-inspections of work and where practicable, organise delivery of materials to the workplace.	Project management experience (Focus on customers)	✓	
Monitoring work in progress, quality control and costs.	Experience of financial processes IT skills (Embrace technology and information)	✓ ✓	
Carrying out post inspections confirming materials used reflected accurately those requisitioned, ensuring satisfactory standards of workmanship, working areas were left in clean and tidy conditions and that personnel involved complied with all Customer Care Standards.	Attention to detail skills	✓	
Ensuring that future skills and competency requirements for the Team are addressed by conducting Development Review Meetings,	Communication skills	✓	

E = Essential Criteria D = Desirable Criteria

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identifying, and agreeing Development needs, preparing, and authorising individual and Team Development Plans.	Initiative taking skills (Take ownership)	✓	
Ensuring that the Team is up to date with changes in legislation and relevant initiatives at Service, Council and National level, through a mixture of Formal Team Briefings, Meetings, and regular informal contact in conjunction with the Contribution Management Process.			
Supervising effectively and efficiently all allocated resources, including plant/equipment and vehicles.	Organisational skills	✓	
Undertaking responsibility for all assigned vehicles, plant and equipment ensuring agreed procedures are adhered to in relation to maintenance, suitability, records and authorisation for use.	Experience of working with minimum supervision	✓	
Acting as the principle point of contact for a designated area for all relevant clients/customers in relation to Technical and operational matters that arise.			
Ensuring correspondence and complaints are dealt with satisfactorily in accordance with Council Policy, providing written documentation on investigations and action taken.			
Verifying Timesheets, Expense Claims, and other work-related documentation of assigned personnel.			
Co-ordinating relevant Health and Safety Training and maintaining effective document controls to comply with Health and Safety legislation.	Knowledge of the Council's policy on Health and Safety and Safe Codes of Working Practices and all statutory obligations as regards Risk, Control of Substances Hazardous to Health and Manual Handling Assessments		✓
Monitoring and enforcing agreed working rules and compliance with national and local agreements and all agreed policies and procedures of Council.	Knowledge of Fife Councils Policies and Procedures.		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Property Maintenance Supervisor - Joiner			
To carry out inspections in non-Domestic properties such as schools, public buildings, commercial units.			
Have the ability to travel Fife Wide	Full driving licence	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>