



Role Profile

GAS SUPERVISOR

Reference No.	I611.01	Type	Individual
Service	Asset & Facilities Management Services		
Job Family	Para Professional 5	Grade	FC7

Purpose

You will be responsible for the supervision and management of resources of gas and subcontractors within Building Services, Fife wide, in a variety of domestic properties within a construction environment.

You will work in an integrated team to deliver joint commitments through resource planning to provide a service, which puts the needs of the tenant 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:

Assisting the Team Managers in ensuring that all properties managed/owned by Fife Council are serviced according to legislative requirements, incorporating best practice.

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

E **D**

Educated to SCQF level 7, which includes HNC or SVQ level 3 or equivalent

✓

Conversant with Gas Safety (Installation and Use) Regulations 1998

✓

Experience in a Building Construction Contracting environment

✓

Current ACS Domestic Gas Qualifications: CCN1, CENWAT, HTR1 MET2, CKR1 or equivalent

✓

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	CITB Site Supervision CMI level 3 certificate in first line management or equivalent (applicants must attain these qualifications within 2 years of taking up the post)		✓
Responsible for planning, organising, monitoring and controlling work, including sub-contractors.	Experience of working on your own with minimum supervision (Take Ownership –See ‘How We Work Matters’ Framework)	✓	
Interpreting relevant work specifications.	Extensive Domestic Plumbing/ Gas experience Experience in domestic heating and ventilation systems Knowledge of unvented hot water heating systems Knowledge of sustainable energy systems	✓ ✓ ✓ ✓	
Ensuring the team is up to date with changes in legislation and relevant initiatives.	Management / organisation / team building skills and knowledge and understanding of CDM Regulations	✓	
	Ability to travel effectively throughout Fife to provide a service	✓	
Liaising with other teams in delivering services e.g. Electrical section, Site Agents, Area Housing teams, to deliver programmed work within time scales.	Team working skills and team player (Working Together)	✓	
People management responsibilities: implementing the Attendance Management Policy, undertaking appropriate disciplinary action up to written warning, ensuring future skills and competency requirements for the team are addressed, encouraging continuous improvement. Encouraging individuals to develop their skills and training to promote career development	Can demonstrate an understanding of Fife Council’s Policy and Procedures. Supervisory experience		✓ ✓

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Advising the Gas Team Manager of staffing requirements and specific plumbing or gas training that may be required.			
Promoting and encouraging tenant satisfaction	Customer care skills and focus (Focus on Customers)	✓	
Liaising with difficult customers and resolving issues effectively by various methods of communication	Excellent interpersonal skills/oral and written skills commensurate with the requirements of the post	✓	
Introducing and developing specific risk assessments and method statements.	Ability to produce reports and information on work issues	✓	
Ensuring work is effectively planned, monitored and inspected for compliance, and that accurate records are maintained.	Ability to meet deadlines and respond positively when under pressure	✓	
Acting as a single point for area of responsibility. Deputising for the Gas Team Manager as required.	Ability to programme and plan effectively to deliver projects on time (Deliver Results)	✓	
Monitoring quality standards taking appropriate corrective action as required.	Ability to adopt the need for improvement within the Project Section	✓	
	Knowledge of and compliance with Health and Safety legislation	✓	
Liaising with external professional bodies as appropriate			
Authorising time sheets and claims.	Ability to use computerised work systems for a range of purposes, e.g. PC equipment and software, including the Microsoft Office Suite (Embrace Technology & Information)	✓	

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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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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results