



Role Profile

Job Title:	Multi-Trade Supervisor	Reference Number: I367.01
Directorate and Service:	Assets, Transportation and Environment Building Services	
Reports to:	Team Manager	
Grade:	FC7	
Job Purpose:	<p>You will be responsible for the supervision and management of resources of a multi-trade and/or specialised trade team and subcontractors within Building Services, Fife wide, in a construction environment for new build projects and capital contracts.</p> <p>Contribute to the delivery of Best Value by managing resources. Contribute to change, cultural and continuous improvement initiatives. Co-ordinate approx. £1.5 million of Capital Core and Component work, within designated area of responsibility.</p>	
Key Tasks & Responsibilities:	<p><u>Professional/Technical</u></p> <p>Directly responsible for a multi trade and/or specialised trade team for the delivery of projects/maintenance and the co-ordination of works by subcontractors.</p> <p>Contribute to the modernising of Service Delivery to reflect the partnership styled approach.</p> <p>Ensure that future skills and competency requirements for the Team are addressed by the Employee Development Process, by conducting Development Review Meetings, identifying and agreeing Development needs, preparing and authorising individual and Team Development Plans.</p>	

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Ensure 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.

Responsible for 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.

Control of operations carried out by assigned personnel ensuring that standards of quality and quantity of work produced are maintained and completed as per the agreed programme with the most economical use of labour and equipment.

Requisition and programme material deliveries to suit site requirements and take all reasonable precautions to ensure that materials delivered to work areas are safeguard against damage or theft and that said materials are used by assigned personnel in an effective and economical manner.

Take off material quantities from drawings or schedules of quantities and order as to achieve best use with minimum wastage

Maintain a site diary, ensuring CVI sheets and other site related documentation are completed correctly and returned to the appropriate section within agreed timescales

Identify correctly areas of additional work to be claimed by a working of methods of measurements. Maintain records of said work and obtain authorisation from client department issuing instruction of same.

Contribute to C.D.M. compliance during the design of projects. Be aware of and responsible for C.D.M. compliance during contract period.

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Advise Team Manager on staffing requirements.

Keep abreast of technical and supervisory development in the Building Industry.

Contribute to the Maintenance of Project management paperwork and I.T. records to ensure an evidencing culture of proposed, existing and completed projects.

Complete and maintain recording documentation and update internal computer systems as required for the purposes of arising issues, risks, job updates and Project management information to the client.

The ability to provide on-site operational programmes of work.

Able to use I.T. facilities as appropriate.

Provide cover as directed for other members of staff within the service for periods of absence and / or workloads / expertise determine

Participate in emergency works service in accordance with contract requirements, e.g. severe weather emergencies, major incidents and disasters.

Deputise for the Team Manager as required.

Organise and supervise a Multi-Trade and/or Specialised Trade Team of approximately 10 – 15 qualified Tradespersons to deliver Capital Works and Revenue Work on a Fife wide basis.

Liaise and co-operate with other Sections of the Service, e.g. Gas / Plumbing Installation Section, Electrical Services Section, etc.

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	<p>Supervise effectively and efficiently all allocated resources, to include plant/equipment and vehicles.</p> <p>Inspection of work, ensuring standards of workmanship, confirming materials used reflect accurately those requisitioned, the working area is left in a clean and tidy condition and the personnel involved complied with all Customer Care Standards.</p> <p>Pre-inspect work and where practicable, organisation and delivery of materials to the workplace.</p> <p>Organise / participate in joint visits / inspections, with client officer and offer advice on Technical / Operational matters, which arise.</p> <p>Where practicable, act as a single point of contact for area of responsibility.</p> <p>When called upon, take off material quantities from drawings or schedule of quantities and order in such a manner as to achieve best use with minimum wastage.</p>
General Tasks & Responsibilities:	<p>Provide the Team with appropriate leadership and support.</p> <p>Implement Council Attendance Management Policy and ensure that a consistent and fair approach is taken. Assist Area Management Team in achieving improved Attendance levels.</p> <p>Undertake appropriate disciplinary action up to and including Written Warning.</p> <p>Contribute in providing the environment and culture change in moving away from CCT to one of Best Value.</p> <p>Responsible for engendering and maintaining good industrial relations and to participate, when called upon, in procedures set up for joint consultation and safety matters.</p>

Encourage Continuous Improvement Culture with the Team and Customers.

Monitor and enforce agreed working rules and compliance with national and local agreements and all agreed policies and procedures of Council

Monitor and control sickness / absence and carry out and record welfare interviews. Advise Team Manager on concerns and propose follow up action

Monitor work in progress, quality control and costs

Assist the Team Manager in identifying training needs to ensure staff are properly trained and instructed and are aware of the necessity to observe the highest standards of workmanship and customer care in order to protect and enhance the image of the service

Customer liaison

Contribute to working with Customers and Clients to modernise the Service in line with Best Value.

Work closely with colleagues in the Property Services, Housing Services, to provide a seamless approach to delivering works packages.

Act, as far as practicable, as the principle point of contact for a designated area for all relevant Clients / Customers, in relation to Technical / Operational matters, which arise.

Promote and encourage Customer Standards with Clients.

Promote, encourage and participate in regular dialogue between Teams and their Customers.

Ensure correspondence and complaints are dealt with satisfactorily and, when called upon, provide written documentation on investigations and action taken.

Ensure all complaints are dealt with in accordance with Council Policy.

Ensure that Customer Satisfaction Surveys are properly carried out in accordance with procedures and timescales.

Motivate / monitor Team to ensure the highest possible standards of quality and Customer Care are provided in order to project a positive image of the Service and the Council.

Maintain professional relationships with Suppliers and Sub Contractors to work more efficiently.

Liaise with external professional bodies as appropriate, e.g. Health and Safety Executive.

When called upon, organise joint visits / inspections with client officers

Ensure correspondence and complaints are dealt with satisfactorily and when called upon, provide written documentation on investigations and action taken.

Finance Management

The following activities are carried out strictly in line with the Service Scheme of Delegation and with the Council's Financial Regulations.

Verify Timesheets, Expense Claims and other work related documentation of assigned personnel.

Check timesheets, expense claims and other work related documentation ensuring that such paperwork is a fair, accurate and auditable claim

Responsible for all assigned vehicles, plant and equipment ensuring agreed procedures are adhered to in relation to maintenance, suitability, records and authorisation for use.

Performance Management

Ensure that work is effectively planned, allocated and monitored.

Co-ordinate and monitor Performance and Quality Standards and ensure effective achievement, taking appropriate corrective actions as required.

Contribute to initiatives that will ensure the Housing Partnership demonstrates year on year Continuous Improvement in line with Best Value Criteria.

Co-ordinate the maintenance of effective document controls to comply with Health and Safety legislation.

Co-ordinate relevant Health and Safety Training within area of responsibility.

Have full regard for the Health and Safety of all assigned personnel and ensure that all relevant items, i.e. plant, equipment, ladders, etc so far as under his / her control, are kept in a safe condition and that the appropriate documentation / inventories are maintained and reviewed.

Awareness of and compliance with the provisions 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.

Direct responsibility for between 10 to 15 manual and craft posts, dependent on size of site.

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	<p>Management/supervisory qualification such as CMI level 3 or equivalent is required as is the completion of asbestos awareness training.</p> <p>A qualification such as CITB site safety at certificate level, or equivalent and a Health and Safety qualification / COSHH awareness are desirable.</p> <p>Successful applicants would be expected to achieve the above in one year of appointment.</p>
Special Conditions:	

Person Specification

Multi Trade Supervisor

Within Enterprise & Environment, Building Services



Attributes	Essential	Desirable	Assessment
Experience	<p>Considerable supervisory experience within the construction industry</p> <p>Knowledge of New Build construction.</p>	<p>Experience in a range and type of larger and more complex projects.</p> <p>Experience of working in a Local Authority or other Public Sector organisation in a similar type role.</p> <p>Served recognised relevant apprenticeship.</p>	<p>Application Interview</p>
Education, Qualifications Training and Professional Memberships.	<p>CMI Level 3 Intro or equivalent.</p>	<p>A qualification such as CITB site safety at certificate level, or equivalent and a Health and Safety qualification / COSHH awareness.</p> <p>SVQ3/CMI Level 3 in operational management or equivalent.(This must be achieved in 1year of appointment)</p>	<p>Application Interview</p>
Skills, Abilities & Knowledge	<p>Management / organisation / team building skills and knowledge and understanding of CDM Regulations.</p> <p>Ability to work on your own with minimum supervision</p> <p>Ability to meet deadlines and respond positively when under pressure</p> <p>Customer awareness and focus</p>	<p>Ability to demonstrate an understanding of Fife Councils Policy and Procedures.</p> <p>Ability to use computerised work systems for a range of purposes, e.g. PC equipment and software.</p> <p>Ability to programme and plan effectively to deliver projects on time.</p>	<p>Application Interview</p>

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Attributes	Essential	Desirable	Assessment
	Ability to work from ladder and scaffold systems and access platforms	Ability to use Microsoft Projects software, Word and Excel.	
Interpersonal & Communication Skills	<p>Excellent interpersonal skills/ oral and written skills commensurate with the requirements of the post.</p> <p>Good team working and team player.</p> <p>Positive attitude to the job</p>	<p>Willingness to participate in flexible working arrangements</p> <p>Willingness to participate in mobile working arrangements.</p>	Application Interview
Health & Physical Attributes	Ability to provide a regular and effective service		Pre-employment health screening
How We Work Matters	<p><u>OD12 How We Work Matters</u> details the behaviours are required for successful performance in the role.</p> <ul style="list-style-type: none"> • Working Together • Delivering Results • Taking Ownership • Customer Focus • Embracing Technology and Information 		Application Interview