

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Maintenance Supervisor

Facilities Management, Assets and Environment.

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire
Council**

Purpose and impact:

To deliver a programme of maintenance and repairs at West Northamptonshire Council's corporate buildings, including reactive, compliance and pre-planned work such as, but not limited to, small decorating jobs, building checks, changing taps, unblocking toilets and maintenance tasks that support keeping WNC corporate buildings safe, warm, and dry.

Accountable to:

This role is accountable to the One Angel Square Facilities Manager, responsible for the direct line management of the Trainee Maintenance Officer and the distribution and checking of the Maintenance Officers work. The role sits within Assets and Environment, part of the Place, Economy, and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To undertake general maintenance and monitor of systems, including but not limited to, heating, lighting, drainage/gutters and mechanical systems across the corporate estate, and complete scheduled and reactive maintenance works where applicable to reduce the costs of contractor works.
2. To undertake weekly internal and external inspections of WNC corporate buildings, including the roof and assess any defects in the furniture or fabric of the building, together with any defects in the operation of mechanical or electrical systems. After assessing works prioritise and if necessary, repair, or raise to the Property Response Desk and schedule works to minimise business impact and ensure corporate buildings are fit for purpose and remain safe, dry, and warm.
3. To site manage contractors including conducting site induction and familiarisation, and hot work permits when required to ensure compliance with H&S legislation.
4. Create and develop schedules to ensure compliance is met regarding basic on-site visual and physical checks of electrical, mechanical, drainage, etc. This will include running of the back-up generators to check functionality and levels of fuel, oil, and water, together with undertaking weekly flushes of the water system to prevent a build up of legionella, descaling taps, and shower heads, recording and submitting the findings for future reference.
5. To raise purchase orders for stock and works, take control of the stock, and manage any accounting for orders raised.
6. To act as a senior fire warden/evacuation controller in an emergency and undertake weekly tests of the fire alarm systems as required, to ensure it is fit for purpose, and to be competent in the use of other building systems e.g. intruder alarms, and roof alarm systems.
7. To prepare the function rooms within corporate buildings for meetings and events, including moving and setting up furniture and AV equipment to ensure they are to the requirement of service users and external clients.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
General Maintenance & Repair Techniques	Essential	A, I, D
Excellent communication skills	Essential	A, I
Problem-solving skills that can be applied to urgent issues	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
COSHH & HASWA Regulations	Essential	A, I,

Relevant experience:	Essential / Desirable	Measured by
Delivering maintenance activities within a similar sized organisation	Essential	A, I
Assessing risk and implementing mitigations to reduce the risk	Essential	A, I,
Manual handling	Essential	A, I
Use of hand and power tools	Essential	A, I
Managing/supervising people	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
NEBOSH General Certificate,	Desirable	A, I, D
IOSH Managing safely or equivalent e.g. SMSTS, CSCS	Essential	A, I, D
GCSE level 4 in English and Maths (or equivalent)	Essential	A, I, D
Full, clean Driving Licence	Essential	A, D
Management/Leadership qualification or relevant experience	Essential	A, D
Facilities management qualification (IWFM or equivalent)	Essential	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Operations & Infrastructure	Worker type:	Field-based worker
Salary range:	£30,560 - £32,212	Budget responsibility:	n/a
People management responsibility:	Trainee Maintenance Officer		

Working conditions & how we work:

The work involves working at height, manual handling and using hand and power tools.

The work is field based which means that the successful applicant will be working in and around the corporate buildings, with some time at a desk for the requisite administration tasks.

The role has been identified as a fixed worker type which means there is no scope to work from home.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

