

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Mechanical Supervisor**

**Vacancy ID: 009359**

Salary: £29,909.00 - £32,233.00 Annually

Closing Date: 14/10/2018

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful candidate will be subject to an enhanced DBS check.

### **Interview Date**

31/10/2018

### **Job Description**

An exciting opportunity has arisen for an ambitious and highly motivated Mechanical Supervisor to work within the Construction & Facility Services department based at Cowpen Depot for Stockton-on-Tees Borough Council.

Construction Facility Services is responsible for the delivery of the planned, reactive and cyclical projects across the authority and its partners.

The post holder will have experience working with both domestic and commercial mechanical and plumbing services along with experience on delivering customer service excellence.


The successful candidates will be required to demonstrate exemplary leadership skills and an ability to inspire those who they are responsible for to achieve the objectives of the department.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Tom Millmore, Mechanical Senior Supervisor, on 01642 527316 or [tom.millmore@stockton.gov.uk](mailto:tom.millmore@stockton.gov.uk)

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate: Community Services</b>		<b>Service Area: Construction Facility Services</b>
<b>JOB TITLE: Mechanical Supervisor</b>		
<b>GRADE: K</b>		
<b>REPORTING TO: Mechanical Senior Supervisor</b>		
<b>1.</b>	<b>JOB SUMMARY:</b> To be responsible to the Mechanical Senior Supervisor for the effective and efficient supervision of mechanical and plumbing projects, legionella and cyclic annual maintenance programmes, repairs and minor works as allocated to the post holder.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	Responsible for the organisation and supervision of Mechanical maintenance and project work. This includes allocation of workload to tradesmen in accordance with procedures and quality standards.
	2	To programme, monitor and control the progress of all work allocated to the Mechanical Unit in accordance with operational and contractual requirements, procedures and standards.
	3	Responsible for supervision, inspection and standards of work for schemes allocated.
	4	To be responsible for such staff as may be allocated. This includes: <ul style="list-style-type: none"> <li>• Supervise</li> <li>• Allocate work</li> <li>• Setting targets</li> <li>• Appraising performance</li> <li>• Effective use of resources</li> <li>• Taking any corrective action required</li> </ul>
	5.	To schedule and control the material allocation and the maintenance of relevant stock records in accordance with procedures.
	6	To monitor the effectiveness of work schedules, participating in investigations as necessary and to notify the Mechanical Senior Supervisor where targets are not being achieved.
	7	To scrutinise and verify timesheets and work orders.
	8	To prepare quotations for internal and external clients.
	9	To operate manual or computerised systems and machines for processing work and keeping records. To ensure the provision and maintenance of accurate records in respect of the work and material content of all works carried out.
	10	To be responsible for the safety and security of all transport, plant and materials within the post holder's control.
	11	To liaise with customers, officers and other parties. This includes being responsible for maintaining good client relations and effective communication of information
	12	To assist in the training of staff and to undertake such training as may be deemed necessary to meet the duties and responsibilities of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the high standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to familiarise and adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy.

### PERSON SPECIFICATION

Job Title/Grade	<b>Mechanical Supervisor</b>	<b>K</b>
Directorate / Service Area	<b>Community Services</b>	<b>Construction Facility Services, HVE</b>
Post Ref:	<b>32543</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Full driving Licence</li> <li>• Recognised plumbing or mechanical qualification</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH managing safely</li> <li>• Commercial gas certificate</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Experience in both commercial and domestic mechanical and plumbing services</li> <li>• Effective engagement with clients, contractors and suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in supervising team colleagues</li> <li>• Delivering customer service excellence</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Ability to demonstrate a knowledge of Health and Safety requirements within a plumbing &amp; mechanical service</li> <li>• A high standard of written and oral communication skills including the ability to compile reports</li> </ul>		Application / Interview

	<ul style="list-style-type: none"> <li>• Relevant good standard of IT skills including MS Office applications</li> <li>• Ability to demonstrate good organisational &amp; communication skills</li> </ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• An awareness of the importance of personal development and shared learning/support in the organisation</li> <li>• The ability to contribute to a shared objective when delivering a customer focused front line service</li> <li>• The candidate is expected to demonstrate a positive and enthusiastic attitude when delivering services</li> <li>• To be able to demonstrate personal initiative in order to find innovative solutions</li> </ul>	<ul style="list-style-type: none"> <li>• To be able to work flexibly were necessary including weekend work.</li> </ul>	Application / Interview

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.