

Job Description

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| Post Title: | Repairs and Construction Manager | A4686 |
| Evaluation: | 598 points | Grade: N9 |
| Responsible to: | Lead Repairs and Construction Manager/Senior Repairs and Construction Manager | |
| Responsible for: | Staff as allocated | |
| Job Purpose: | Lead and deliver a customer focussed and highly performing service in one of the following operational areas: - mechanical and electrical - repairs and maintenance - construction services To seek to continually develop in accordance with the Council's and YHN's vision and values, business plan and industry best practice. | |
| Main Duties: | The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. | |

1. Lead officer responsible for a designated area of repairs, mechanical/electrical, or construction activity.
2. Lead, develop and improve services in line with customer expectations and agreed performance measures whilst maximising operational performance and efficiency.
3. Identify and develop opportunities for commercial development whilst maintaining and enhancing customer relationships.
4. Identify and exploit opportunities for new, innovative practices and solutions to enhance business opportunities and deliver efficiencies.
5. To have accountability and ownership of customer service within designated area, ensuring works are delivered as scheduled and completed to customers satisfaction.
6. Manage the financial performance of designated area, leading all allocated resources, maintaining budgetary control whilst ensuring all delivery is within the required levels of performance and budget.
7. Lead the development of motivation, performance management, deployment, supervision, conduct and utilisation of allocated staff.

8. Ensure allocated staff are adequately trained, qualified and equipped to deliver services efficiently, effectively, safely and in accordance with all relevant legislation and sector best practice.
9. Promote good employee relations at all levels, handling discipline, absence and grievance matters in accordance with the Council's Employee Relations Framework.
10. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.