

Role Profile – Site Manager (Specialist Damp Team)

INFORMATION ABOUT THE ROLE:

Group: Housing, Environment and Healthy Communities

Service: Construction Services

Location: Shearlegs Road

Line Manager: Project Manager

Car User Status: Fleet Vehicle User

SCP 28-31 - £37,938 - £40,476

WHAT WE WANT YOU TO DO

<p>To lead a newly established team responsible for delivering damp and mould remedial works through responsive repairs. To undertake the day-to-day supervision and co-ordination of employees and subcontractors delivering a responsive service to customers 8am to 8pm, that focuses on right first-time repairs to maximise customer satisfaction and value for money. To ensure compliance with relevant regulations and contract specifications, health and safety legislation, and programmes.</p>	<p>To oversee employee performance and other related issues within Council guidance and legislation by carrying out regular competency and work quality checks to ensure targets and budgets are met and ongoing efficiencies identified and to ensure compliance with appropriate specifications with appropriate testing for compliance</p>
<p>To support the Project Manager to deliver Council policies and procedures and liaise with customers, identifying underperformance early and rectifying through support, coaching, and mentoring of employees.</p>	<p>To monitor 'upskilled' tasks that reduce the number of trades required to complete jobs and maintain competency and standards through mentoring, training, and shadowing with other trades as required.</p>
<p>To review follow on work to improve processes and improve the number of jobs completed at one visit, enhancing repair diagnosis, monitoring, and correcting levels of most used parts to ensure efficient levels of van stocks and minimum requirement for employees to need to source parts</p>	<p>To support the Project Manager to undertake audits, monitor Health and Safety and undertake risk management assessments. Investigate, or where appropriate, assist others to investigate the circumstances and causes of incidents and take the necessary steps to prevent any reoccurrence.</p>
<p>To work in partnership with appointed Contractors to deliver an effective and quality service to our customer</p>	<p>To be pro-active in all aspects of safety management by complying with current legislation, including the CDM Regs to promote a culture of good health & safety practice within the working environment</p>
<p>To communicate with customers, client and stakeholders regarding work progress and completion timescales ensuring an excellent service provision.</p>	<p>To make effective use of core IT systems for work tracking, completion, budget monitoring and reporting.</p>
<p>Prepared to work between 8am and 8pm were required</p>	<p>Such other responsibilities allocated which are appropriate to the grade of the post.</p>



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WHAT YOU NEED TO BE SUCCESSFUL..... THE ESSENTIALS

THE KNOWLEDGE	THE QUALIFICATIONS
<ul style="list-style-type: none"> • Principles of Construction • Industry-standard techniques and products for damp and mould remediation • Awareness and understanding of current damp and mould related regulatory and legislative requirements • Health & Safety regulations, including CDM Regs • Fundamental Principles of Legislation for Gas Safety, Electrical Testing and Water Hygiene 	<ul style="list-style-type: none"> • Level 3 trade qualification and relevant management experience. • CITB Site Safety Certificate, equivalent (SMSTS) or willing to work towards. • CSCS card appropriate to level for position and responsibility or willing to work towards • Level 4 Damp and Mould qualification or willing to work towards • Driving License or access to mobility support
THE EXPERIENCE	
<ul style="list-style-type: none"> • Repairs, capital work and maintenance delivery • Effective performance management of service delivery to achieve performance targets and service standards • Managing, coaching, and developing teams, employees, and sub-contractors on site • Relevant on-site managerial work experience • Demonstrating good communication skills 	



OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

GREAT AT COMMUNICATION

Uses appropriate methods to express information in a clear and concise way to make sure people understand

TEAM PLAYER

Works with others to achieve results and develop good working relationships

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

FLEXIBLE

Adapts to change and works effectively in a variety of situations

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

