



JOB DESCRIPTION

Job Title: Trafford Estates Supervisor
Directorate: Estates and Facilities
Base: Trafford General Hospital

ORGANISATIONAL RELATIONSHIPS

Managerially Accountable to:

Reports to: Estates Manager Trafford Division

Professionally Accountable to: Estates Manager Trafford Division

Organisational Chart: Estates & Facilities Directorate Structure (extract)



Job Summary

Reporting directly to the Trafford Estates Manager the post holder will be required to supervise several trades and will be responsible for the safe delivery of the Trafford Division Estates Service and ensuring that work is carried out in a compliant manner. The post holder will also be required to carry out elements of their primary trade and will be expected to undertake this role when not supervising.

Main Duties and Responsibilities

1. Supervise several trades to ensure that PPM, reactive maintenance and small works are carried out safely and effectively.
2. Ensure that all works in (1) above are completed so as to be compliant with all Statutory, regulatory, best practice, HTM and relevant technical standards.
3. Undertake regular audits on completed PPM, reactive and small works to ensure they are of the required standard.

4. In the event of any non compliance, implement the necessary corrective action in conjunction with the Trafford Division Compliance Manager
5. In conjunction with the Estates Officer and the Help Desk Operator, allocate work via the hand held units to the maintenance team.
6. Ensure that all Estates staff are wearing the correct uniform and PPE when performing their duties.
7. Regularly carry out inspections of PPE to ensure that it is fit for its intended purpose.
8. Inform the Trafford Division Estates Manager of any unsuitable PPE and organize its replacement.
9. To ensure that all workshop and portable equipment and machinery used in the delivery of the Estates services is safe to use and that staff are trained in the correct use of such equipment and machinery.
10. Assist in the local induction of new staff and provide instruction and familiarisation training where appropriate.
11. Ensure that all PPM tasks are completed within the required intervals.
12. Ensure that all reactive tasks are attended to within the required response times.
13. Ensure that all reactive tasks are completed within the required rectification times.
14. Responsible for ensuring that all parts, materials and consumables are available to meet the requirements of the PPM tasks for the month.
15. Reviewing the annual PPM plan on a monthly basis to ensure the requirements of the above are met.
16. Meet with tradesmen to review any issues arising from the PPM so corrective action can be taken prior to the next scheduled task, e.g. identifying if worn drive belts require replacement and ordering and replacing at the earliest opportunity.
17. Organise labour, materials and where appropriate sub contractors for the provision of small works.
18. Where requested, assist in the pricing of small works.
19. Maintain a record of costs of small works and advise the Trafford Estates Manager accordingly so that the Schedule of Rates for small works may be adjusted if required.
20. Participate in Authorised person training with the objective of attaining AP status in a necessary discipline.

21. Undertake risk assessments on both PPM and reactive tasks to ensure that risks to all stakeholders are minimized.
22. Liaising with contractors involved in both PPM, reactive and small works.
23. Ability to act as mentor to other trades and to advise accordingly.
24. Ability to research and find information in order to troubleshoot and maintain mechanical and electrical systems.
25. Identify any resource issues, either in house or sub contract, to the Estates Officer and to assist in formulating an appropriate action plan.
26. Ensure any documentation in respect of PPM, Reactive and small works is completed and kept up to date.
27. Ensure that Safe Systems of Work are adhered to.
28. Liaise with the Estates Officer and Compliance Manager when Permits to Work are required.
29. Ensure Estates staff have received mandatory training and any specific training that is required for staff to undertake their duties.
30. Ensure that training records are up to date and that the Trafford Estates Manager is advised of any gaps in training.
31. Ensure that sufficient Estates cover is maintained during holiday periods and that the Trafford Estates Manager is advised of any shortfall.
32. Actively participate in the Trafford Division Estates on call Rota.
33. As part of the Estates Management Team, attend weekly meetings regarding the Estates service.
34. Subject to the relevant training, conduct staff appraisals and record appropriately.
35. Provide to the Estates, Manager, Compliance Manager, Estates Officer or Help Desk any information that may be reasonably required.
36. Where required, liaise with the Soft Facilities Manager and supervisors in any of the Soft FM disciplines.
37. In the absence of the Estates, Manager, Compliance Manager or Estates Officer take instruction from the Soft Facilities Manager
38. In the absence of the Estates, Manager, Compliance Manager or Estates Officer advise the Soft Facilities Manager on any issues regarding the Estates service, particularly regarding the safe operation of the Estates service.

39. Undertake any other duties that may be reasonably requested of the post holder subject to the appropriate level of competency and training

Professional

40. Undertake continuous personal development through a recognised CPD process seeking opportunities to enhance skills that will support a personal development plan.

41. Professionally accountable to the Estates Manager

General Requirements

42. Job Description Detail

- a. This job description is an outline of the key tasks and responsibilities of the role and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as personal development needs of the post holder.
- b. Where particular Directorates require the post holder to focus on specific issues and / or areas of concern, this will be discussed through the performance management process

43. Professional

Undertake continuous development seeking opportunities to enhance skills; this can be identified via a personal development plan.

44. Appraisal

The post holder will be appraised minimum annually, by the Trafford Division Estates Manager

45. Infection Control

Responsible for the implementation and monitoring of infection control in partnership with modern matrons and clinical directors.

46. Health and Safety

- a. The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else.
- b. The Trusts Health and Safety Policies outline your responsibilities regarding Health and Safety at Work. The post holder must not endanger themselves or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used at all times where and whenever appropriate.

47. Security

Monitor and ensure compliance with NHS Protect Security Management Standards, Care Quality Commissions Essential standards of quality and safety and NHS Litigation Authority

Standards for Security. The post holder has a responsibility to ensure the preservation of NHS property and resources.

48. Equal Opportunities

The Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity and nationality, gender or disability are encouraged to apply for all posts.

49. Smoking Control Policy

Staff are prohibited from smoking on Trust premises in line with the Trust Smoking Control Policy. Persistent contravention of this policy may be viewed as a disciplinary matter.

50. Accidents and Incidents

All accidents and incidents must be reported to your senior manager and documented as per Trust Policy, including the reporting of potential hazards.

51. Confidential

The post holder is required to maintain confidentiality at all times and in all aspects of their work.

52. Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing. It is expected that all employees will attend the monthly briefing sessions.