



JOB DESCRIPTION MAINTENANCE SUPERVISOR



Responsible to: Operations Manager

Main Purpose of the Job

To ensure, as far as is reasonably practicable, that buildings, fixtures and fittings on the Stadium site are maintained to the highest standards and in accordance with current Health and Safety and other legislation associated with the operation of a Sports Ground and Conference and Banqueting Venue.

Key Duties and Responsibilities

- 1 Work as part of the Maintenance Team to ensure that the Stadium site is clean, tidy and safe to admit customers and ensure your own health, safety and welfare as well as that of others.

- 2 Supervise a team of maintenance personnel and cleaners to ensure tasks are completed to the required standard and time constraints.

- 3 Monitor the development of maintenance and cleaning staff and identify training needs.

- 4 Ensure that all staff under your supervision are issued with, and use, the personal protective clothing provided by the Company.

- 5 Use a variety of hand tools and portable power tools in the performance of the work; observing proper safety procedures and rules related to the use of tools and equipment and ensure any protective clothing issued is worn.

- 6 Ensure that all staff under your supervision who are required to use power tools, are fully trained in their use and are provided with the appropriate protective equipment.

- 7 Liaise with the Stadium Operations Manager in relation to the purchase of equipment and consumables to effectively carry out maintenance and repairs as required.

- 8 Carry out general maintenance related tasks, both on the Stadium site and on other sites associated with the Company and its partners.

- 9 Inspect and test crowd loaded barriers and rails when required and maintain accurate records of inspections.

- 10 Attend all matches and events at the Stadium and manage the preparation of the site, including pre event checks, during event monitoring and post event repairs, to ensure the safety of the general public attending.
- 11 Ensure matchday advertising boards and other tenant specific advertising materials are displayed to the plans issued on the relevant matchday.
- 12 Ensure all equipment, supplies and tools are stored in the recommended areas and that they don't cause any risk to fire or health and safety.
- 13 Perform daily preventative maintenance on tools and equipment and report any defects to the Operations Manager.
- 14 Assist other colleagues in performing their duties, when necessary.
- 15 Establish and maintain effective working relationships with other employees and tenants on the site.
- 16 Attend meetings or training when requested and be aware of Company Policies and Procedures.
- 17 Ensure all Company documentation required to be completed is done so accurately and on time.

Knowledge, Experience and Skills

Knowledge – Working knowledge in the use various common maintenance and cleaning tools and equipment, Health and Safety At Work Regulations, RIDDOR, COSHH etc

Experience - Must have previous experience of working in a maintenance role on a large site and in the operation of various tools and equipment associated with the job.

Skills - Good organisation, ability to multi-task, work on own initiative, good time management, good communication, people management. Attention to detail and positive attitude essential.

Qualifications

HND, HNC, BTEC, NVQ or SVQ in a maintenance related field

Must be physically fit to withstand the physical demands of the job and the working environment

This job description is not exhaustive. The post holder will be required to perform any other reasonable duties as required within the scope, spirit and purpose of the job, and the title of the post as requested by their Manager.

August 2023