

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Building Services Supervisor	JEID	A0009
Salary Grade:	Grade E		
Team:	Resources Enabling Services		
Service Area:	Facilities Management:Soft FM		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead: Customer Support Facilities		
Responsible for:	Caretaking Duties		

Role Purpose

To carry out day to day caretaking duties as directed by Team Lead: Customer Support Facilities
.Working as part of a team, or solo worker. Providing a quality customer care service at all times

Role Responsibilities

To open the complex and close, depending on shift pattern. To include operating alarm systems.
Reporting damage seen, to log all incidents.
To check boilers each morning ensuring heating and hot water is provided to the complex
To assist the car park staff in reserving spaces for visitors as needed in Barrack St car park
To take post to other,offices or other sites as instructed, to provide a security service at sites visited
To carry out week-end security duties in accordance with a pre – set rota, this may include additional caretaking duties on a ad hoc basis.
To attend out of hour call outs
To work at other WCC sites as needed in line with a caretaking role, and to be keyholder as necessary.
To provide ad hoc security.
To undertake administration duties in line with the caretakers role
Undertake training in accordance with a caretaking position
Carry out any other duties commensurate with the job.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Must be able to work under on own initiative and under pressure	A, I
Must be literate & numerate in order to complete relevant paperwork for post.	A, I
Must be able to communicate well with customers and staff and have a good knowledge & understanding of Customer Care	A, I
Must be presentable and approachable	A, I
Must be able to organise and prioritise workload	A, I
Able to work as part of a team	A, I
AAbility to travel across the county. Holds a full clean driving licence with and appropriate insurance cover for business use and has full access to an appropriate vehicle	A, I D
Able to work on own initiative, unsupervised	A, I
Must be willing to undergo relevant training	I
Must be extremely flexible with working hours to meet operational needs	A, I
Must be able to work in a safe and confident manner in all circumstances	A, I
Ability to work on a flexible basis. Willing to be on call overnight and work additional hours by agreement	A, I

Desirable Criteria

Assessed By:

Experience in providing a Caretaking Service	A, I
B-Tec Leval 2 in Vehicle immobilisation	A, I
Basic Health & Safety Knowledge including COSHH	A, I
First Aid - Training can be provided	A, I
Knowledge of setting & unsetting of Security Alarms	A, I
Good written Communication skills & basic Computing skills	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	