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	A0046
Salary Grade:	Scale E		
Team:	Enabling Services		
Service Area:	Property Services		
Primary Location:	Warwick Area Premises		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader – Site Services		
Responsible for:			

Role Purpose

- To provide a high-quality supervisory, caretaking, janitorial, cleaning and security service, to maintain a safe, secure and clean environment for all staff and visitors.

Role Responsibilities

- To work as part of a team or solo as needed.
- To work at sites across the Warwick area as directed.
- To act as a key holder for Warwick area sites.
- To act as a designated first aider. (Training will be provided).
- To act as a fire warden / fire marshal / site responsible person. (Training will be provided).
- To undertake Quality Assurance Inspections of Cleaning & Caretaking.
- To undertake daily security duties, including opening and closing premises as needed, internal and external security checks and site patrols.
- To undertake 'On-call' duties as per the shift rota. (currently once every four weeks and bank holidays)
- To attend to out of hours call outs whilst on call. (Lettings, alarm activations & emergencies)
- To undertake contractual overtime as per the shift rota. (currently one weekend every four weeks and bank holidays)
- To drive County Council vehicles (vans & cars).
- To provide cover for Supervisor, Caretaker & Cleaner staff holidays and sickness.

- To attend meetings (in-person & virtual).
- To undertake off-site tasks as needed (furniture moves, collections & deliveries).
- To report any issues or damage found and to update the incident log.
- To respond to panic alarm activations. (Training will be provided)
- To operate intruder and fire alarm systems. (Training will be provided)
- To undertake cleaning, janitorial, recycling, compliance and porterage duties as required.
- To undertake training as required.
- Monitoring of Contractors on site in accordance with Asbestos Regulations and Health & Safety Legislation.
- Monitoring and patrolling of car parks.
- To ensure clear and safe pedestrian access to the premises, particularly in adverse weather conditions (e.g., snow clearing, gritting).
- To ensure the heating plant and equipment is efficiently and effectively operated and report defects and malfunctions to the Site Services Team Leader.
- To undertake minor improvements such as the erection of small shelves, display and notice boards and to undertake basic DIY repairs.
- Any other duties required by the Site Services Team Leader which are commensurate and within the spirit/scope of the role.

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.	I
Must be able to organise and prioritise workload	A I
Must be able to recognise discrimination and be able to demonstrate an awareness of, and commitment to, equal opportunities in service delivery	A I
Must be willing to undergo relevant training	A I
Must be extremely flexible with working hours to meet operational needs	A I
Must operate as an ambassador for the service at all times	A I
Must be a strong team player	A I
Must have a valid driving license	A I & D
The successful applicant will be subject to a criminal record enhanced check with the Disclosure & Barring Service (DBS) before the appointment can be confirmed	A I & D

Desirable Criteria

	Assessed By:
Basic knowledge of Health & Safety at Work	A I & D
Good organisational skills	A I
Previous cleaning or caretaking experience	A I & D

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.

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