

## Job description - Estates Works Supervisor (PB6A)

### Job summary

The Estates Works Supervisor oversees reactive maintenance and repairs across our built estate. Reporting to the Building Surveyor, you'll coordinate reactive building maintenance including general building repairs, mechanical, electric and plumbing works, ensure statutory compliance, and support staff with inspections and remedial planning. The role involves liaising with tenants, instructing and monitoring contractors and maintaining accurate records. Strong communication skills, experience with risk assessments, and knowledge of CDM regulations are required. The South District covers a large area from East Dorset to Surrey, including the Isle of Wight. The property portfolio consists of:

- 92 Houses and Cottages.
- 2 main offices including the Grade II\* listed King's House in Lyndhurst.
- 4 Subsidiary Offices.
- 10 Works Yards including District Vehicle Maintenance Facility.
- 3 Country Parks.
- Various other buildings including toilet blocks, storage sheds, cold-stores and other ancillary buildings.

### Key responsibilities & accountabilities

- oversees reactive maintenance of buildings and building services (general building repairs including mechanical, electric & plumbing etc.).
- programme, instruct, and supervise maintenance and repair works.
- ensure statutory compliance and adherence to Forestry Commission policies.
- ensure compliance with Health & Safety, Equality & Diversity, and relevant legislation.
- work effectively and collaboratively with internal teams, colleagues, tenants, contractors and stakeholders.
- maintain accurate records and data in national and district systems.
- guide staff managing Forestry England built estate and associated infrastructure.
- conduct and review Building Inspection Reports (BIRs).
- plan and implement remedial works from inspections.
- coordinate and review works on let properties.
- monitor progress and quality of routine and complex maintenance projects.
- conduct site visits for pre-start and ongoing monitoring.
- address breaches of contract, especially Health & Safety issues.
- flexibility on working hours with the ability to adapt to changing working demands and priorities.

and any other tasks reasonably requested by your line manager.

### Location-specific information (optional)

based at Kings House in Lyndhurst. Travel between sites in the South District is required.

## Skills, knowledge & experience

### Essential professional and technical experience

- previous experience in property and contract management and supervising works on site.
- demonstrable experience in clearly and concisely communicating both verbally and in writing.
- experience and competency in IT packages including MS Office.
- experience with producing and reviewing risk assessments and method statements.
- the duties of this post require the applicant to have a full current driving licence that enables them to drive in the UK.

### Desirable professional and technical experience

- a Higher National Qualification in construction, construction management, building services or similar.
- experience with basic specifications and coordinating programmes of work.
- experience of undertaking or overseeing statutory compliance tasks.
- an understanding of the CDM 2015 regulations.
- experience in GIS software.