

Job Description - Estates Works Supervisor (EWS) - PB6A

Purpose of Job

To assist the District building surveyor and Estates department in delivering professional management of buildings, utilities and general estate services by the most efficient means across the District.

The Estates team in Central England comprises two Area Land Agents, an Assistant Area Land Agent, a Building Surveyor and an Estates Administrative Officer.

The Central District covers a large area from Cheshire across to Lincolnshire and from Sheffield down to Northampton. The property portfolio consists of approximately 100 buildings including:

- 15 Houses and cottages.
- 1 Main Office (Sherwood Pines)
- 4 Subsidiary Offices (Cannock, Delamere, Top Lodge and Market Rasen)
- 2 Depots (Salcey and Matlock Moor)
- Various other buildings including visitor centres, toilet blocks, cafes, repair garages, tractor sheds, nurseries, deer larders, classrooms, storage sheds and other ancillary buildings.

Key Work Areas

- Reporting to the Building Surveyor the EWS will plan, specify and supervise a range of contracts to maintain, repair and improve the Built Estate and ensure statutory compliance.
- Implement and monitor programmes of work to a high standard ensuring compliance with legislation and Forestry England processes policy and guidance.
- Promote adherence to relevant policies, procedures, regulations and legislation, including equality and diversity and health and safety, ensuring that recognised control procedures and practices are maintained.
- Confidently handle challenging conversations and be competent at organising stakeholders' and coordinating work.
- Accurate management and filing of data / records within both national and district management systems.
- Support and guide staff involved in the management and maintenance of all Forestry England property.
- Carrying out Building Inspection Reports (BIRs) and assisting the wider Estates department to review BIRs produced by building managers.
- Plan and implement the remedial works identified from these inspections.
- Liaise with tenants to implement and review works carried out on let properties.
- Plan and monitor the progress and quality of routine contract work and assist the wider Estates department to do the same on more complex projects.
- Visit active contract sites for pre-start meetings and making subsequent visits at a frequency appropriate to the contract to monitor progress, quality and health and safety etc.
- Respond to any breaches of contract conditions, including health and safety. Experience of producing and complying with risk assessments and method statements will be essential, an understanding of CDM requirements is desirable for both the requirements of the client and contractor(s).
- Complete or oversee contractors completion of those regular resumption items assigned to the role for the management of the built Estate including compliance related activities such as waste management, private sewage, asbestos management, water hygiene and private water supply, fire risk management, electrical and gas safety etc.

Location-Specific Information (optional)

Based at Cannock Chase Office in Rugeley but with flexibility to work out of Sherwood Pines Office in Mansfield. Travel between sites in the Central District is required.

Person specification

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.
- A full driving licence that enables unrestricted driving 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.

