Aberdeenshire COUNCIL **Job Profile**

June 2015

1. JOB IDENTITY

Post Title:	Housing Repairs Supervisor	**Service:**	Communities Infrastructure Services from 01 October 2015
Section:	Housing Asset Management	**Grade:**	Technician I
Reports to:	Senior Housing Officer Repairs		

2. JOB PURPOSE

- Deploy, supervise and control all resources within multi-trade repairs team providing a repairs service for housing and non housing work to internal and external customers, providing information and recommendations to management on operational matters and work closely with other colleagues and supervisors

This role may require flexible, out of hours and weekend working

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Responsible for the effective supervision and utilisation of operatives and contractors deployed within defined area, including 1-2-1 for all and EAR for internal staff
- Responsible for assisting the core technical hub with the day to day allocation of work targets and schedules to operatives and contractors deployed within defined area
- Monitor and control the quality of work on site in liaison with respective Clerks of Work including assistance in meeting Service objectives
- Ensure completion of all administrative processes and procedures including assisting and providing cover for Store Person to provide day to day stock control including order requests, maintaining adequate levels and issue of stock or delivery to site
- Monitor compliance with Health and Safety including identifying risks or hazards
- Responsible and accountable for the effective and efficient deployment of resources (plant and equipment, stock and staffing)
- Key holder for depot with responsibility for day to day opening / closing and occasionally providing access out of hours
- Responsible for monitoring the use and condition of Council vehicles and PPE

Agreed

4. QUALIFICATIONS AND TRAINING

Essential:

- Time served in an appropriate trade or relevant experience at an assistant level in Social Housing
- City and Guilds certificate(s) in an appropriate trade
- Current valid Construction Skills Certification Scheme Accreditation
- Current valid full driving licence

Desirable:

- HNC in Housing or equivalent
- P402/5 Asbestos
- Forklift licence

5. EXPERIENCE

Essential:

- Proven success of line management and supervision of staff and contractors
- Experience of day to day stock control including preparing purchase orders, receiving and issuing materials, maintaining and monitoring stock
- Experience of working within a Social Housing environment
- Experience in using Microsoft Office packages to a proficient standard

Desirable:

- Wider stock control experience

6. KNOWLEDGE AND SKILLS

Essential:

- Good communication skills, both written and verbal
- Ability to organise / prioritise workloads
- Awareness of customer and service needs
- Ability to work on own initiative, working unsupervised and within a team with a complex and diverse workload
- Awareness of the importance of integrity, confidentiality, diplomacy and tact

Desirable:

- Ability to draft clear and concise reports for management and speak in support of these
- Ability to pursue opportunities to make services and working practices more efficient and effective and to assist in service delivery development
- Able to assist in service delivery development

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable for this post

Agreed