****

**JOB DESCRIPTION**

**FOR**

**MAINTENANCE SUPERVISOR**

**RESPONSIBLE TO:**

Centre Manager

**AIM OF THE JOB:**

To assist the Centre Manager with the effective and efficient maintenance of the general buildings, grassland and field margins as well as overseeing hay production.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Responsible for the daily maintenance on general buildings, grassland and field margins
* Responsible for fencing, fertilising, cultivations, hedge trimming and tractor driving
* Responsible for machinery maintenance (where applicable)
* To assist the Centre Manager with the preparation of the annual budget.
* To liaise with the Centre Manager concerning maintenance staff performance and to deal with any minor performance or conduct issues as authorised (where applicable)
* To assist with off-site duties, including the collection and delivery of equines
* To assist with events both on and off site
* To assist in the identification of training needs of members of the maintenance team and offer assistance in carrying this out if appropriate (where applicable)
* Maintenance of general records and administrative housekeeping
* To work with external suppliers and contractors and members of other organisations in a professional manner
* In the absence of the Centre Manager be responsible for the safety and well-being of the maintenance team (where applicable)
* To deal with members of the general public in a professional, polite and friendly manner, and to direct any questions to the Centre Manager or Assistant Centre Manager as appropriate
* Advise the Centre Manager of any health and safety issues which arise
* To comply with the policies of World Horse Welfare to ensure a safe and healthy working environment

**OTHER DUTIES AND RESPONSIBILITES:**

Undertake other job-related tasks as directed by the Centre Manager.

Occasional weekend duties may be required.

**HEALTH & SAFETY:**

* To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
* To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |  | * Relevant/applicable qualifications * Chainsaw certification |
| **EXPERIENCE** | * Supervisory experience * General maintenance in relation to buildings and grassland * Fencing * Fertilising * Hedge trimming * Tractor driving | * Transporting of horses * Domestic repairs such as internal decorations, plumbing, electrical experience |
| **KNOWLEDGE/SKILLS** | * Organisational skills * Ability to work on own initiative * Ability to work in a busy team * IT skills * Excellent communication skills – both written and verbal | * Ability to drive horsebox * Ability to tow trailer * General workshop skills * Chainsaw skills * Use of transporters |
| **PERSONAL QUALITIES** | * Flexible * Confident * Good communicator * Motivational * Enthusiastic * Good time keeping * Practical * Good interpersonal skills * Approachable * Organised * Trustworthy |  |

**.000.**