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**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**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |  | * Relevant/applicable qualifications
* Chainsaw certification
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| **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
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| **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
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| **PERSONAL QUALITIES** | * Flexible
* Confident
* Good communicator
* Motivational
* Enthusiastic
* Good time keeping
* Practical
* Good interpersonal skills
* Approachable
* Organised
* Trustworthy
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