

## Aspire Job Description

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**Job Title:** MAINTENANCE SUPERVISOR **POSITION ID:** MSU361

**Entity:** ASPIRE DEFENCE SERVICES LIMITED (ADSL)

**Location:** Aldershot

**Reports to:** Reactive Maintenance Manager

**Key Purpose of the Role:** This role has specific responsibility for supervising the maintenance workforce. The post holder will, in conjunction with the Reactive Maintenance Manager, ensure all works requests received are completed in a timely manner and closed out ensuring best use of resource available.

- Key Responsibilities:**
- Ensure the adoption of ADSL's HS&E policies and procedures throughout the area of responsibility.
  - Ensure the adoption of safe working practices during the maintenance and repair of the estate.
  - Manage the safe systems of work for all estate related activities.
  - Supervision and line management of multi-disciplined tradesmen and specialists delivering the maintenance services
  - Monitor the performance of the workforce, quality and quantity, to ensure that standards are maintained and that the individual training needs / potential are identified
  - Manage and co-ordinate building & civil (B&C) and mechanical & electrical (M&E) engineering maintenance including sub-contractor works
  - Provide additional support to the Reactive, Pre-planned and Maintenance Managers by assessing work requirements, preparing estimates and/or completing non-complex design work as directed
  - Responsible for the use of materials and vehicles to ensure they're correct and efficient use and that all wastage is minimised
  - Ensure that all equipment and materials ordered are received, and are available to operatives so that a continuous flow of work is maintained
  - Responsible for the timely review of method statements and risk assessments and line manager investigations where required.
  - Liaise with all stakeholders to ensure that the service meets and exceeds service level agreements
  - Continually review service provision to identify areas of improvement and develop effective systems/procedures for the implementation of major aspects of agreed policies
  - Ensure disciplinary procedures and safety regulations are followed in accordance with company policy
  - Holiday, vehicle and sickness management
  - Management of PPE and coordination of tool box talks
  - Assist in the identification of training needs and personal development requirements of Estates Staff through the PDR process
  - Ensure that all personnel are aware of relevant legislation, new working

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practices and technological changes

### Qualifications

#### Essential:

- Industry Related Qualifications or relevant trade experience
- UK Valid Driving Licence

#### Desirable:

- IOSH

### Experience & Knowledge:

#### Essential:

- Relevant supervisory experience in a similar position
- Suitable experience in the construction/service/FM industry
- Recognised, relevant engineering qualifications
- Proven ability to work in a team environment
- Good interpersonal skills both internally and with customers
- Proven ability to work to targets and deadlines

#### Desirable:

- Proven experience within an MOD Environment
- PFI experience
- Knowledge of IFS

### Skills:

- Very good leadership and interpersonal skills.
- Commercially aware with good negotiating skills.
- Excellent client facing skills with the confidence to deal with people at all levels.
- Ability to lead, inspire and motivate a team to meet objectives.
- Capable of working independently and collaboratively as part of a wider team.
- Proven ability to deal with change.
- Excellent written communication skills including report writing.
- A good working knowledge of Microsoft Word, Project, Excel and PowerPoint.
- Proven financial and commercial awareness

### Date:

October 2021