



JOB DESCRIPTION

This job description has been designed to give a clear definition of the role at the time it was prepared but it is hoped that the employee will seek to develop the role to the best of his/her ability and that the role can and will be developed to make full use of his/her potential.

Job Title:	Site Supervisor
Location:	Knowsley Hall
Report To:	Head of Property Services
Key Contacts:	Lord and Lady Derby, Director of Operations, Estates Director, Curator and Assistant Curator.
Hours of Work:	Your normal working hours are to be worked Monday to Friday, averaging 40 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties.
Responsible For:	General hands-on multi trade work / Supervision of suppliers and contractors / Inspections associated with minor works / Assisting with the management of PPM and compliance related works schedules

Purpose of the Role
<ul style="list-style-type: none"> • To allow the Head of Property Services to spend maximum time monitoring major projects and maintenance programmes; • To provide reactive and planned maintenance services as needed and/or assigned; • To address immediate operational and/or safety concerns; • To provide support to the Curatorial Team; • To be a key member of the Salvage Team.

Main Duties & Responsibilities
<ul style="list-style-type: none"> • To efficiently carry out general reactive hands-on multi trade work such as joinery repairs, decoration and non-specialist repairs to future; to / within properties across the Estate (predominantly to Knowsley Hall and New House) as directed by the Head of Property services and in line with the requirements of The Earl and Countess of Derby; • To perform general cyclical and planned maintenance to buildings and services across the Estate as directed by the Head of Property Services; • The coordination and supervision of external suppliers and contractors including liaising with them to ensure that work is carried out to the high standards required by the Estate and trades are coordinated;



- To assist contractors with projects for the purposes of completing works in a safe and efficient manner;
- To monitor the progress and quality of works undertaken by external supplier and contractors including general auditing of H&S;
- To visit properties across the Estate to carry out initial inspections as and when required to assist the Head of Property Services and the Chartered Building Surveyor;
- To assist the Property Services Department with managing PPM schedules and compliance related works across the Estate including associated routine inspections, testing and servicing;
- To effectively communicate with all departments to ensure the most effective use of your time and to keep relevant people up to date;
- To ensure that all tools, materials and vehicles are stored, maintained in good working order, routinely tested, recorded on the equipment register and available when required;
- To assist in ordering and storing replacement equipment and supplies as necessary;
- To assist the Property Services Department to maintain up to date records of the condition of existing building fabric and services including deleterious materials and defect monitoring;
- Handling works of art and hanging pictures (training will be provided);
- Provide support to the Curatorial team in transporting and hanging pictures, especially during the Public Opening and when off-site conservation is needed;
- To be a key member of the Salvage Team;
- To be a member of the emergency call out team for the rare occasion that urgent issues may occur during out of hours;
- To be the first point of contact for issues related to the main building services including the biomass (training will be provided);
- This is a non-exhaustive list and the successful candidate will be expected to perform, upon request from his/her supervisor(s) or Senior Management, any other task and/or duty that may be required for the good of the Estate.

Person Specification

- An excellent and broad level of construction knowledge and background is ideal;
- CSCS card holder;
- Ideally from a joinery background;
- Current and valid UK driving license;
- A high attention to detail;
- Work with precision and care;
- Commitment to delivery high standards;
- Professional attitude and approach to work;
- Previous Site Supervision experience would be advantageous;
- Up to date knowledge of H&S legislation;
- First Aid ideal but not essential.