

WILTON ESTATE

JOB DESCRIPTION

DEPARTMENT:	Building Department
JOB TITLE:	Maintenance Foreman
REPORTING TO:	Resident Agent
NAME:	
JOB No:	BM02

MAIN PURPOSE OF JOB:

To be responsible for the maintenance of a diverse portfolio of 'let properties', historic buildings and assets.

KEY TASKS:

1. As directed to deliver the maintenance programme for the Estate on a variety of properties and structures.
2. To be responsible for the preparation and control of the Estate's maintenance budget and for ensuring work is properly costed and competitive estimates obtained.
3. To liaise with tenants/occupiers regarding inspection of defects, timing and extent of repair works and to make the necessary arrangements with contractors/Estate labour
4. To ensure that the Estate's data base, referred to as the LIST, is kept up to date on a daily basis with the relevant information recorded and altered accordingly.
5. To be responsible for, in conjunction with the House Manager, regular inspections to the exterior of Wilton House to include roof, gutters etc.
6. To organise records of works etc. working closely with the Building Department Admin Support to ensure that the Estate's Terrier record (Landmark) is maintained as appropriate to include testing dates etc. and to supervise building maintenance projects within agreed budgetary levels, when necessary, utilizing labour/materials from the Estate's approved list of contractors/suppliers

KEY TASKS continued

7. To ensure that all repairs are undertaken to agreed standards in compliance with Health & Safety Legislation (PAT testing, ladder inspections, plant servicing etc.)
8. To be responsible for the preparation and implementation of the external painting schedule (including associated works) and for costing etc.
9. To ensure all Estate signage is properly maintained and to assist in the overall presentation of the House and grounds as requested.
10. To be responsible for the day to day maintenance of the Estate's private water supply.
11. To liaise closely with the Building Manager regarding usage of the Estate's maintenance team and contractors in delivery of the programme
12. To have a hands on approach undertaking minor repair works as appropriate and to work alongside the Estate's maintenance team in delivery of the works programme.

OTHER:

In conjunction with other staff:

1. To be included in the maintenance rota callout system, and to cover out of hours emergencies etc as and when necessary.
2. As directed to undertake various meter readings and arrange/liaise with the Accounts Department, regarding re-charging to tenants etc

REQUIREMENTS:

Full driving licence

Practical building experience skills

Experience of working on residential, listed and commercial buildings

Ability to work on own initiative, to make decisions whilst adhering to Estate Policies and procedures and to have good communication skills

IT skills to preferably include working knowledge of Microsoft Office, Outlook, Excel and Word. Basic knowledge of both HSE/CDM regulations.

TERMS AND CONDITIONS:

1. The salary is dependent on experience. This will be paid monthly in arrears by bank giro credit and will be subject to the usual deductions for income tax and national insurance
2. Office hours are Mondays to Fridays between the hours of 7.45am and 5.00pm with one hour for lunch.
3. The post holder will be included on the emergency call out duty rota.
4. Both the post holder and the employer will be required to give the other one months' written notice to terminate this employment. The right to notice does not apply in cases where dismissal takes place due to gross misconduct
5. The holiday entitlement is thirty-one days per annum inclusive of the usual bank holidays.
6. An Estate vehicle will be provided for the post holder to carry out their duties.
7. Benefits include a staff discount scheme at the Estate, which operates at Wilton House Garden Centre and Coffee Shop and during the tourist season, the Restaurant and Gift Shop

May 2018