

# WILTON ESTATE

## JOB DESCRIPTION

<b>DEPARTMENT:</b>	Buildings and Maintenance
<b>JOB TITLE:</b>	Buildings Manager/Clerk of Works
<b>REPORTING TO:</b>	Resident Agent

### **MAIN PURPOSE OF JOB:**

To lead the Buildings and Maintenance Department and be responsible for all building, construction and maintenance matters across the Estate's property portfolio as part of the Estate's senior management team, reporting direct to the Resident Agent.

### **KEY TASKS:**

1. To provide effective leadership and direction to the Buildings and Maintenance Department and to supervise the day to day operations of staff and contractors within the Department and to ensure that a high quality of work is undertaken to meet the Estate's objectives
2. To prepare plans and specifications for improvement, repair and maintenance works. To deal with building regulations and obtaining planning consent and listed building consent where appropriate. To assist with the invitation of tenders and, where accepted, to supervise the contract or tender
3. To ensure that the programme of works including external painting, servicing of boilers, electrical inspections, ladder inspections, plant and machinery servicing, PAT testing, vacant property maintenance, EPC's are undertaken and recorded on the property management system
4. To liaise with appointed architects and consultants where appropriate and appoint and oversee contractors. To ensure contracted labour is aware of and understands and complies with all relevant Health and Safety legislation and is aware of the Estate's Health & Safety Policies.
5. To implement and update the Estate's Health & Safety policies including the preparation of safe working practices and risk assessments for the department, ensuring that all works comply with Health & Safety regulations. To maintain as delegated, in conjunction with the Working Foreman, records for Health & Safety regulations including COSHH, CDM and The Asbestos at Work regulations for projects within the control of the Buildings Manager. To be the designated Health & Safety Officer, including responsibility for record keeping.
6. To respond to emergencies involving buildings and services and to liaise with other Heads of Departments. To be part of the fire, emergency and security team and also to be part of the out of hours Duty Manager rota. To maintain workable relationships with all other departments within the Estate.

## **KEY TASKS CONTINUED**

7. In conjunction with other staff, to operate appropriate financial control systems from order to delivery and passing of accounts. Ensuring that codes of practice for VAT and costing are followed for projects within the control of the Buildings Manager/Clerk of Works.
8. To be responsible for the preparation and control of the annual Buildings Maintenance Budget. To monitor the budget against actuals in conjunction with the Estate Accountant on a regular basis.
9. To ensure that orders are raised, deliveries organised and materials purchased. To encourage the use of traditional and local building materials and techniques where appropriate and suitable, in order to conserve and protect the existing buildings and environment.
10. To monitor the Estate's Water supply, particularly in relation to possible leakages, and ensure the regular testing of the water and maintenance of the water treatment plants.

## **REQUIREMENTS**

1. Full and clean driving licence
2. Qualified trade essential and a professional surveyor qualification would be an advantage.
3. Excellent Computer skills and knowledge of Word, Excel and Outlook
4. Good communicator

## **TERMS AND CONDITIONS:**

1. The salary will be commensurate with experience and a house may be available if required. A competitive package will be provided. The salary 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. An Estate vehicle and mobile phone will be provided for the post holder to carry out their duties.
3. The post holder will be included on the emergency duty rota.
4. Normal hours of duty will be Mondays to Fridays between the hours of 7.45am and 5.15pm with an unpaid lunch break of one hour. However, this appointment is a senior position and the post holder would be expected to fulfil the duties of the post and may be required to work extra hours to complete their tasks. Occasional weekend work may be required especially for emergencies and events.
5. There will be a probationary period of three months. Thereafter, termination of employment on either side will be two months' notice. The right to notice does not apply in cases where dismissal takes place due to gross misconduct.
6. The holiday entitlement is twenty-three days per annum plus the usual bank holidays.
7. Benefits include Estate pension scheme (subject to eligibility.) Life cover is given and is four times the gross annual salary. There is also a staff discount scheme at the Estate, which includes Wilton House Garden Centre