Manchester Central

Job Description

Job Title: **Mechanical Supervisor**

Department: **Operations Department**

Responsible To: **Facilities Manager Services**

Aim of Position

- Responsible for the mechanical and electrical maintenance, operation and repair of services to the MCCC
- Completion of planned preventative and reactive maintenance activities for all plant and equipment
- Responsible for the day to day monitoring of controls / systems

Main Responsibilities

- Responsible for a number of systems including but not limited to the following – controls/ BMS, fire systems, AHU's, motors, pumps, inverters, boilers, chillers, pressurisation units, water booster sets, CCTV/ security systems, general power and lighting
- Managing on site the facilities team and third party sub-contractors ensuring they complete tasks on time and safely to required standards
- To allocate work and completion in accordance with the monitoring system.
- Providing an element of cost, programme, safety and build ability advice on proposed maintenance and capital improvement works
- Adherence to all Statutory Standards and Regulations
- Supervising and coordinating a small team of in house maintenance contractors.
- Responsible for daily checks on the building management systems so that they work at optimum efficiency
- Allocate and control rota of staff and maintain records
- Order materials and services, maintain records control stock
- Liaise with Events teams and resolve any matters arising
- To cover other supervisors as necessary
- Responding to maintenance requests and planned preventative maintenance activities for plant and equipment using the CAFM system
- Responsible for ensuring that all staff and subcontractors' response and rectification times are met and repairs are undertaken diligently, with due care and without undue delay
- Directly accountable for day to day matters to the Facilities Manager Services
- General small maintenance in other areas
- To keep up to date with and have an awareness of new products and new improved working methods that can add value by improving quality and reducing costs
- Undertake maintenance surveys and produce reports accurately and concise

- Follow up corrective actions and implement countermeasures to minimise reoccurrence of faults
- Responsible for all equipment and facilities breakdowns, corrective actions and counter-measures
- Ensuring relevant maintenance parts are sourced and reported in a timely manner to minimise disruption
- Maintain effective Health and Safety systems, including completion of risk assessments and method statements and tool box talks where appropriate

General Responsibilities

- Promote Manchester Central in a positive and professional manner at all times
- Be smartly dressed in appropriate attire depending on duties performed
- To have good communication and interpersonal skills
- Display a flexible 'can do' approach which will contribute to the success of Manchester Central
- To operate in accordance with Manchester Central's policies and procedures
- To undertake any training necessary to meet the requirements of the post
- To adopt a flexible approach to working hours as required by the business
- To undertake any other duties, relevant to your skills, which may from time to time be deemed necessary
- To take personal responsibility for own actions
- To be open to new ideas, understand the need for change and be willing to adapt
- To be aware of issues of equality and diversity, to understand and be sensitive to cultural differences
- Be responsible for your personal presentation, health and physical fitness
- Maintain a high level of attendance
- Take all possible steps to ensure a safe working environment for yourself and others

	Essential	Desirable
Self motivated professional and energetic	X	
The ability to demonstrate a pragmatic and 'common sense' approach to problem solving	X	
Fully flexible regarding working hours and days working weekends out of hours	X	
Time served in apprenticeship in Engineering	X	
Recognised Safety Training such as CITB/IOSH/NEEBSOH		X
The ability to prioritise works, accommodate conflicting requests, whilst ensuring the day to day functionality of the complex	X	
Ability to identify faults in equipment accurately and quickly when under pressure	X	
Knowledge of Statutory Regulations and Health and Safety	X	
Excellent interpersonal skills	X	
Experience of working within restricted access and high level work	X	
Excellent customer service skills	X	
Ipaff certified		X
Relaxed approach to pressurised situations	X	
Experience of meeting planned maintenance deadlines	X	
Self motivated and the ability to work within a team or independently	X	
Highly organised with the ability to manage time effectively	X	
Excellent H&S Knowledge and Standards	X	