

Maintenance Supervisor

Job Title: Maintenance Supervisor

Responsible to: Facilities Manager

Responsible for: Maintenance of Chill Factor^e including Snow on the Ski Slope

Main purpose of job:

- Responsible for the Maintenance of Chill Factor^e including Snow on the Ski Slope.
- Ensure the smooth and effective operation of the Electrical and Mechanical Plant and Machinery and Systems around the Building
- Ensure the smooth and effective operations of the maintenance department.
- Ensure all health and safety guidelines and regulations are met at all times.
- Ensure the area maintains the highest standards of presentation, cleanliness and a guest orientated approach.
- Ensure that the Snow within the Ski Slope is maintained to a high standard and the snow making retention plant is operated and maintained properly.
- Lead the team to get the most out of them and to make sure all PPM'S and re-active jobs are completed on time and recorded.

Duties, tasks and responsibilities:

Administrative Functions

- Maintenance programme and systems to be reviewed and implemented.
- Budget control - ensure that maintenance budgets are kept and controlled.
- On a weekly basis allocate resource and plan tasks and have a program in place to react to daily maintenance issues.
- Carry out stock control checks of tools, equipment and spares including first aid supplies and order as and when required ensuring all systems and procedures are adhered to.
- Source suppliers and carry out site meetings as required to obtain quotes and products.
- Assist the Facilities Manager in staff recruitment, performance monitoring and disciplinary control of the maintenance technician.
- Manage the rota to ensure that there is always maintenance cover during operating hours and ensure that staffs are available for out of hour's maintenance tasks.
- Ensure all regulations concerning the use of computers and telephones are correctly adhered to.
- Ensure opening and closing maintenance procedures are documented and implemented.
- Ensure the PPM is documented, reviewed and implemented.
- Manage equipment that has been removed from use and either repair or replace.
- Ensure that slope checks are recorded and filed.
- Maintain equipment in safe working order.
- Ensuring that all equipment around the facility (internal and external) is fit for use and well maintained.
- Ensure the safe running and operation of the Travelators and POMAs.

Health and Safety

- Ensure that all Health and Safety policies are implemented and the department in compliance with all legislation and guidelines applicable to the relevant areas.
- Ensure all staff gets the training necessary to carry out tasks required.
- Ensure all Health and Safety files are kept up to date and records retained for the legal timeframe as appropriate.
- Ensure Health and Safety signage around the centre is compliant with the relevant regulations.
- Ensure COSHH records are kept up to date and displayed/stored in an appropriate area.
- Complete and document site-specific Risk Assessments and review as necessary.

Team Tasks

- Coordination of the Maintenance team work load.
- Management of the Grooming team.
- Management of Maintenance and Grooming team rotas.
- Ensure the team perform work to the relevant regulation standards.
- Suggest improvements to the operation of the department.
- Organise and attend daily/weekly department meetings, in addition to weekly managers meetings.
- Attend all staff meetings and training sessions as and when required.
- Liaise with other departments and external agencies to help provide the best all round service at Chill Factore.

Guest Tasks

- Deal with guests in a professional manner at all times.
- Maintain a customer-orientated approach to the operation of the centre and demonstrate a professional approach to work and team mates at all times.

General Tasks / Requirements

- Keeping all areas on and around the slopes neat and tidy in working order.
- Ensure service is prompt, polite and professional standards are kept.
- Provide cover at an emergency (if and when required).
- Any other tasks and duties that are involved in the safe, efficient and cost effective operation of the centre.
- Promoting the centre and its products.
- Ensure staff adhere to the above points.

Employees' signature:

Date:

Manager's signature:

Date: