



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

Department: Building Works Department
Job Title: Building Services Manager
Responsible to: General Manager (Services & Properties)

Job Purpose: To manage all aspects of construction projects and be responsible for the delivery of the Building Services in accordance with the Company's vision, policies and Health & Safety requirements.

Job Outline:

- To be responsible for the co-ordination and management of strategic projects as agreed with the Line Manager.
- Execute project work plans and revise as appropriate to meet changing needs and requirements.
- Identify resources needed and assign individual responsibilities to meet project targets.
- To be responsible for the quality and cost control of all jobs.
- To produce estimates, costing and quotations.
- Project Manage and ensure compliance of work to all building regulations.
- To liaise and monitor the levels of customer satisfaction at regular intervals and respond to customer queries and complaints in relation to duties of the post.
- Be aware of the Company's Health & Safety requirements and ensure that the works are performed in a safe manner.
- To manage all staff assigned to projects ensuring that the jobs are carried out in a safe and cost effective manner.
- To liaise with contractors and project manage all sub-contractual works.
- To carry out building and equipment condition surveys and Risk Assessments.
- Produce preventive maintenance schedules for the company's buildings and equipment.
- To produce working drawings and costing.
- Attend site visits on a regular basis and assess the quality of work undertaken and provide monthly progress reports.
- To manage the Project Budget and provide project cost analysis to management.
- Carry out general administration tasks and report writing.
- To monitor staff performance and assist in the development of individuals to meet project deadlines.
- To work outside of normal working hours when required.
- To undertake any other related duties as requested by management.

Key Responsibilities:

- To manage a skilled team of workmen.
- To at times manage multiple sites.
- To ensure that work is carried out in a safe and competent manner.

- To manage the works requests database.
- To meet the Company's work and financial performance objectives.
- To monitor the assets and equipment inventories for the Building Works section.
- To cover general operational duties of the Business Support Assistant in their absence.
- To cover general operational duties for the Senior Electrical Engineer in their absence

Special Conditions:

- Out of hours work as required.
- Be in possession of a valid driver's license.
- Have a sound knowledge in most aspects of building services.

Person Specification:

- Good managerial skills
- Good technical skills
- Ability to maintain high levels of productivity
- Organisational and communication skills
- Maintain confidentiality
- Be able to multitask and work under pressure

Hours of Work:

- 40 hours per week however additional hours may be required.

Qualifications:

- Ideally a relevant industry qualification or a proven track record of working in a similar environment for a minimum of 5 years.