

Trade Supervisor



Team	Three Sixty
Salary	Up to £36,648
You will report to:	Service Manager
You will manage:	Trade Operatives

The role of the Trade Supervisor is to support the Service Manager to deliver the contract service requirements and to ensure compliance is achieved. The role will provide technical support to the Trade Operatives out in the field on a daily basis. The role includes delivery of both physical and desk-based duties, along with providing cover in the absence of the Service Manager across Three Sixty Maintenance. The role will ensure that all building works are carried out are in line with current building legislation to meet full compliance.

Your responsibilities will include:

- ✓ Review contract documents and participate in the development of operational plans. Provide the Service Manager with ongoing measurements and improvements to the quality process.
- ✓ Identify and correct non-conforming conditions and deficiencies when materials or products do not meet the required specifications.
- ✓ Design installation upgrades to meet current standards.
- ✓ Participate in meetings with operatives and contractors to provide feedback and problem solve issues.
- ✓ Carry out site audits of Trade Operatives and works carried out.
- ✓ Liaise with colleagues across the wider business along with professional bodies to ensure service delivered is fully compliant.
- ✓ Create accurate risk assessments and method statements.
- ✓ Implement, coordinate, and maintain systems and procedures in accordance with company policies.
- ✓ Ensure quality records are accurately completed with a focus on the required quality processes.
- ✓ Participate in regular meetings with the Service Manager and other company representatives, providing insight and perspective from the project site.
- ✓ Manage own workload and that of the Trade Operatives in line with the Service Manager.
- ✓ Visit properties to identify repairs required and schedule works required to resolve the problems.
- ✓ Visit properties to investigate works that have resulted in a customer complaint and report findings back to Service Manager.
- ✓ Being available to cover emergency out of hours rota when required.
- ✓ Be responsible for a company vehicle ensuring that it is maintained, kept tidy and cleaned as required in line with company policy. Ensure that vehicle stock levels are maintained to the appropriate level and that accurate records are kept.



About you:

- ✓ Registered apprenticeship, NVQ level 2 or equivalent method of training.
- ✓ Have in place or willing to acquire the SSSTS certified qualification.
- ✓ Good knowledge of Health and Safety in the construction industry.
- ✓ The ability to identify risks and create risk assessments and method statements.
- ✓ Demonstrable experience of manual delivery of building installations across various trades.
- ✓ A good understanding of the process for rectifying and upgrading building installations.
- ✓ A full UK driving licence.
- ✓ Good knowledge of IT systems, applications and equipment.
- ✓ Excellent communication skills across all levels both written and verbal.
- ✓ The ability to work from ladders, scaffolding, MEWP's and in confined spaces or other difficult work environments.
- ✓ The technical ability and knowledge to deliver works to meet current building regulations to ensure compliance is achieved.
- ✓ Ability to manage own workload, prioritise activities and work to deadlines.
- ✓ The ability to understand technical drawings.
- ✓ Experience of supervising an on-site team of Trade Operatives with the ability to control team performance and productivity.
- ✓ Having good organisational skills, planning in advance to achieve an end goal on time.
- ✓ Thriving on pressure and being energised by fast paced work.
- ✓ Being adaptable and responsive to the changing and emerging needs of the business.
- ✓ Taking pride in the work completed and operating in a safe and tidy manner.

What we offer:

<p>Pension</p> <p>Access to a Social Housing Pension Scheme (SHPS).</p>	<p>Annual Leave</p> <p>23 days, increasing to 26 days after 5 years of service.</p>	<p>Health Cash Plan</p> <p>Claim back a proportion of your everyday healthcare and medical expenses.</p>
<p>Retail Discounts</p> <p>Access to discounts providing savings on food and shopping.</p>	<p>Main Location</p> <p>Lingard Lane</p>	<p>Work Pattern</p> <p>Full Time 40 Hours</p>

Core Values

<p>Ambition</p> <p>We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers.</p>	<p>Social Responsibility</p> <p>We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people.</p>	<p>Passion</p> <p>We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work</p>	<p>Innovation</p> <p>We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things.</p>	<p>Respect</p> <p>We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships.</p>	<p>Excellence</p> <p>We continually improve how we work; challenging the status quo, learning from what goes well & always being professional.</p>
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