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| Organisation | Almond Enterprises Ltd |
| Job Title | Multi Trade Supervisor |
| Accountable to | Manager |
| Purpose of Role | * As a key member of the Enterprises small management team, the Multi Trade Supervisor will establish and grow a team to deliver works for Almond Housing Association and external clients * As a Multi Trade Supervisor you will have expertise in the required trades to actively undertake works as part of the role whilst training and developing team members * You will provide a clear structure, training and mentoring trainees in completions of trades such as painting and decorating and minor repairs * You will have a hands-on approach and a commitment to maintaining high standards in health and safety, housing repairs and final quality assurance * You will be responsible for completing projects for clients on time, safely and within budget along with building the team to do this also |
| Key duties and responsibilities | * Actively undertake trade tasks, including painting, decorating, minor plumbing, joinery, and minor electrical work, ensuring high standards of workmanship * Supervise and coordinate the activities of one trainee initially leading to additional trainees as the team grows over the coming years, providing guidance and support where necessary * Train and mentor staff in AEL team, fostering a culture of continuous professional development * Inspect properties to identify necessary repairs and maintenance work and ensure that jobs are completed efficiently and within set timeframes * Uphold health and safety regulations and ensure all projects are compliant * Manage multiple projects, prioritising tasks and delegating effectively to meet deadlines * Deliver excellent customer service, resolving concerns and ensuring satisfaction with the service provided * Support management and finance by ensuring cost estimate and financial reconciliation of jobs * Support management in planning and programming of current and future works * Provide information for progress meetings, pre-start meetings and Board meetings * Travel between sites and office as a daily part of the role |
| Essential Skills | * Proven experience in multiple trades, with a focus on painting and decorating including identification, prevention and remediation of mould and damp * In-depth knowledge of health and safety guidelines and housing repairs standards * Experience in inspecting properties and identifying required works * Strong leadership skills with the ability to train, develop, and supervise staff * Excellent organisational skills to manage multiple projects simultaneously   -Effective time management skills to meet deadlines -Ability to drive initiatives forward and achieve results   * Effective communication and interpersonal skills, with the ability to engage with staff and customers alike * CSCS/ CIS Card or equivalent * The possession of a relevant trade qualification and/or experience in relation to building and maintenance * IT literacy, specifically in a Windows-based operating environment * Full Driving Licence |
| Desirable Skills | * Ideally, you will have worked for a Housing Association, House Builder, Local Authority or Construction contractor in a similar role as a Site Supervisor, Site Manager or Foreperson * Understanding of current legislation relating to Health, Safety, and Environment * Familiarity with contract documents and specifications * Knowledge of estimating, and cost value reconciliation * Knowledge of first aid |
| Hours per week | Full-Time (35 Hours) |
| Location | Livingston (West Lothian) |
| Annual Salary | £35,000 |
| Duration | Permanent |