



## **ESTATE FOREMAN JOB DESCRIPTION**

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<b>ACCOUNTABLE TO:</b>	<b>Finance &amp; Estate Directors</b>
<b>KEY RELATIONSHIPS:</b>	<b>Property Services Manager/ Finance &amp; Estate Directors</b>
<b>LOCATION:</b>	<b>MacLeod Estate, Dunvegan, Isle of Skye.</b>

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### **JOB SUMMARY:**

Lead the Buildings Maintenance Dept. to provide a dedicated permanent building maintenance and repair service across the MacLeod Estate.

Undertake cyclical repairs and regular maintenance tasks in a timely manner and to a high standard. Adhere to good building practice and continue to develop and implement traditional skills and craft techniques appropriate to the heritage nature of the estate's property portfolio.

The post holder will be a Head of Department and will be expected to attend/contribute to the monthly senior management meetings and submit monthly management reports.

### **KEY RESULTS AREAS (UNIQUE CONTRIBUTIONS)**

#### **Maintenance & Repairs**

Take responsibility for drawing up and maintaining the Maintenance and Project Master Sheet so that all works, projects and tasks are recorded, costed and brought to the attention of the Estate and Finance Directors.

Review and update the Master Maintenance Schedule and weekly job lists, liaising with the inhouse maintenance team, suppliers, and external contractors to undertake and oversee minor repairs and maintenance tasks.

Liaise as required with Heads of Depts. by way of following up on reported faults and gaining access to properties and services to resolve any issues.

### **Management & Project Planning**

Organise and supervise the building works whether maintenance, repair, restoration, alterations, new building or additional work required under the guidance of the Estate Director and liaising with the Estate Property Services Manager.

Draw up weekly work programmes for the department, prioritising tasks and setting realistic deadlines and overseeing the works. Ensure that all works are compliant with standards set out by local authorities, Highland Council or other bodies such as Historic Scotland, Scottish Natural Heritage and service providers as necessary.

Organise and plan routine and other regular maintenance tasks, such as cleaning gutters, refuse and recycling removal and transportation of clean linen to holiday cottages.

Prepare schedules of work (and specifications), where appropriate, to obtain estimates, advising the Estate Director/Financial Director as to works budget, programme and progress, and any necessary variations.

Plan and supervise small scale projects, liaising with the Estate Property Services & Estate Office Admin Manager on all purchases of equipment and materials, and advising on time scales and costs.

### **Budgetary Control**

Advise the Finance Director on budget costings and prepare a programme including costings for the annual budget review. Regularly update the Master Maintenance Schedule costing sections and report to the Financial Director.

Monitor and work within the approved repair budgets where delegated. Advise Financial Director of any variations and revised projections on project costs. Use Purchase Order system for all purchases for the department.

Adhere to the policy of achieving best value for the Estate by planning purchases for the year and making savings wherever possible through prudent use of resources and sourcing at least three quotations for each project.

### **Staff Management**

Manage the maintenance department through a clear and approachable management style; ensuring your staff are listened to and motivated to achieve high standards.

Monitor performance through the estate's performance development SMART review system (PDR) so that the SMART objectives for the year are and any staff training and/or development requirements to meet the objectives are implemented.

Act as effective Head of department, providing clear lines of communication between departments, bringing team cohesion and striving to maintain high staff morale.

Attend HOD meetings and contribute to the smooth running of the whole estate team by promoting and adhering to the MacLeod Estate mission and policies.

## **Health & Safety**

Liaising with the Estate's Appointed Competent Person, prepare method and risk assessments for the maintenance team in accordance with CDM and all other Health & Safety legislation including COSHH.

Ensure that all machinery/plant and PPE equipment within the workshop is regularly maintained to the appropriate standards and that it is recorded. Maintain the structure and fabric of the workshop and its associated areas and apply H&S, security and fire precautions standards.

Maintain and service estate vehicles in conjunction with the Estate Office Admin Manager.

Ensure that all staff have suitable and appropriate personal protective equipment for their work. Monitor stocks and carry out and record inspections.

Ensure that all work carried out by the maintenance team and all contractors, consultants and other visitors to the Estate complies with current Health & Safety legislation, keeping accurate and up-to-date records and where appropriate.

Ensure all works requiring specialist trades (electricians, plumbers and gas engineers) are undertaken by appropriate approved contractors and they sign the H&S waiver form which the estate files for its records.

## **Surveying/Recording**

Investigate building defects as required, identify a remedy and execute work with financial limits, using either maintenance team or contractors.

Maintain records of repair and maintenance work and update Health & Safety files where appropriate including records of hazardous materials.

## **Stock & Inventory Control**

Inspect, advise and action purchase of salvage/new building materials as required for specific works.

Keep an inventory of all estate tools, plant and equipment and ensure the same are safely stored overnight.

Responsible for building materials and equipment control using purchase order system, including assisting in maintenance of fixed asset register and other stock records.

## **KNOWLEDGE, SKILLS & EXPERIENCE:**

### **KNOWLEDGE**

#### **Essential:**

- Trade background in carpentry, plumbing or stone masonry, City & Guilds or equivalent.
- IT skills, proficient in Microsoft Office/Windows.
- Knowledge of building conservation and repair.
- Health & Safety legislation

**Desirable:**

- Scottish building regulations
- Planning and LBC regulations

**SKILLS****Essential**

- Excellent communication & interpersonal skills
- A self-motivated problem solver
- Clean driving licence
- A methodical approach to data collection, recording, retrieval and working accurately to deadlines

**EXPERIENCE****Essential:**

- Building craft background with demonstrable expertise in handling technical information such as elevation drawings for buildings
- At least 5 years in the building industry at a senior level with experience of line managing a team. Contract management experience.
- Working on historic (ideally Listed) buildings where methods and materials have to be in keeping with the original construction.

**Desirable:**

- Working on the conservation and repair of historic buildings
- Performance management and staff appraisal systems