

JOB SPECIFICATION FOR SUPERVISOR (DIRECT LABOUR FORCE)

Job Purpose:

To supervise the Direct Labour Force (DLF) in the maintenance and development services rendered to all Bridgnorth Town Council (BTC) owned or maintained properties, community assets, leisure and recreational facilities within the Bridgnorth area.

Key Responsibility Areas:

- Prepares and supervises allocated staff, volunteers and resources.
- Prepares and implements work programmes.
- Undertake general administrative duties.
- Communicates, liaises and interacts with communities, internal and external stakeholders, partners and contractors.
- Ensure the health and safety of staff and the general public in terms of HASAW Act 1974 and BTC safe working practices.
- Maintain an up-to-date working knowledge in the workplace of BTC Policies and Procedures and facilities management.

Essential Requirements:

- Show evidence of previous supervisory experience in a similar role.
- Hold a valid driver license (Cat B).
- Excavator driver or be prepared to undertake training.
- Computer Literacy.

Preferred Requirements:

- Supervisor training certification.
- HASAW certification.
- First Aid certification.
- 12 Months relevant experience in a similar role.
- Cemetery management trained (or prepared to be trained in cemetery law).

Special Conditions:

- Required to undertake technical training.
- To stand in for the Outdoors and Properties Manager as required.
- Maybe required to work irregular hours and/or overtime.

Physical Requirements:

- This is a hands-on role and the post holder must be able to perform all the duties of the post in an efficient and effective manner.
- This post reports to the Outdoors and Properties Manager.