



JOB DESCRIPTION AND PROFILE

Job title: Maintenance Supervisor
Reports to: Property Services Manager

About Us

We look after a portfolio of contemporary self-catering houses and coastal-chic apartments on the beach in north Cornwall.

And we are growing quickly with more properties joining us and enjoying high standards of service from our team. We pride ourselves on our standard of property presentation and our excellent guest feedback scores.

The Opportunity

To keep up with our continued growth, we have created a new position; Maintenance Supervisor. You will take ownership of ensuring the properties are maintained to a high standard through programmes of pro-active and re-active maintenance with the support of the management team and our external tradesmen.

Furthermore, you will ensure safety checks are carried out and each property is presented to the highest standards ahead of guest arrivals.

About you

We need a well-organised, responsible and positive individual who enjoys working with people and can problem solve.

Reward comes from delivering the perfect holiday and exceeding guest expectations of customer service.

Your skills and experience should include good organisation, knowledge of basic D.I.Y., health and safety at work, problem solving and prioritising workloads, and organising repair and improvement works with our team of external contractors and tradesmen. We have two maintenance co-ordinators to support you in this role.

We are based in St. Columb, with travel between sites in a Beach Retreats vehicle, so a current full driving licence is needed.

The detail

- Diagnosing and detecting first line building faults and failures and action repairs.
- Co-ordinating repair and maintenance works including joinery, decorating, basic plumbing, heating and electrical works.
- Allocating responsibilities to the department, ensuring the completion of the daily job lists and preventative maintenance schedules.
- Ensure all properties are compliant and up to date with current health and safety legislation.

- Prioritising key tasks ensuring minimal disruption to our guests.
- Establishing and maintaining strong relationships whilst liaising with external suppliers and contractors.
- Ensuring a stock of items such as light bulbs, batteries and other necessary maintenance supplies.
- Reviewing and updating the departmental operating procedures.
- Team training & recruitment.
- Other duties as required.

The successful candidate will be required to work five days per week including weekends 09:00-17:00 and take part in the on-call out of hour's service.

As we are a part of the Watergate Bay Hotel, benefit from discounted stays and spa treatments along with discounted food and drink from the hotel's Living Space, Zacry's and Jamie Oliver's restaurant Fifteen Cornwall.

Salary: DOE £18,000 to £20,000p.a.

Holidays: 28 days per year.

Closing date: 18th November 2016.

Apply

If you would like to find out more about this position, contact Helen Hudson, Property Services Manager, helen@beachretreats.co.uk, 01637 861005.

To apply, send your CV and a covering letter to Helen by email or to Beach Retreats, Watergate Bay Hotel, Watergate Bay, Cornwall TR8 4AA.