

Small Works Manager

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Company: CBW Staffing Solutions

Location: London

Category: other-general

Small Works Manager - Commercial Maintenance - Essex / London - Up to 60K plus travel

Are you a project manager with a background in building fabric maintenance?

Do you have experience of managing small works or fabric projects?

Would you like to work for an up and coming company based in Essex?

If the answer is yes, then read on.....

An exciting opportunity has arisen to work for an exciting up and coming Facilities and Maintenance Company based in the Essex area.

They are currently recruiting for a Small Works Manager to work across a number of commercial maintenance contracts covering London and Essex.

The successful candidate will be responsible for managing and overseeing small works projects and taking ownership making sure they are delivered and completed to an extremely high standard. Projects including refurbishments, life cycle works and new installations.

In return the company is offering a competitive salary paying up to 60k plus travel and further training and career progression.

Key duties & Responsibilities

Responsible for all aspects of fabric maintenance across each contract

Undertake a PPM schedule of active maintenance tasks.

Manage building refurbishment projects as required.

Develop project schedules, ensuring deadlines are met and critical path items are prioritised.

Management oversight of staff moves and changes and management of one internal resource.

Ensuring that Health & Safety regulations are adhered when undertaking project work.

Monitoring of budgetary expenditure for areas of responsibility, ensuring delivery is within the agreed cost parameters.

Arranging quotations and raising purchase orders, using workflow tools and then approving invoices received.

Organising and planning the workload and issue planned preventative maintenance tasks and new work requests to the team in an efficient manner.

Ensuring all maintenance targets are met.

Requirements

Building fabric/multi trade background.

Knowledge of running and managing small works fabric projects.

Previous fit out experience.

Previous contract management skills and the ability to form professional, collaborative relationships with externally sourced suppliers

Previous experience of working in commercial and residential buildings.

Experience at a venue open to the public advantageous

A proven track record in commercial building maintenance

IOSH Managing safety or alternative desirable

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