

Harrogate Homeless Project

Maintenance supervisor

Job description

Key Responsibilities

The Maintenance Supervisor is responsible for managing all maintenance operations in our buildings. Core duties include:

Planning and coordinating maintenance projects: Scheduling routine maintenance, repairs, renovations, and installations to maximise room occupancy.

Preventive and corrective maintenance: Implementing programs to maintain machinery, plumbing, electrical systems and other building infrastructure.

Safety and compliance: Ensuring all maintenance activities adhere to health, safety, and regulatory standards.

Administrative tasks: Managing budgets and liaising with contractors or vendors for specialized work

Problem-solving and troubleshooting: Diagnosing technical issues and providing practical solutions for mechanical, electrical, or structural problems.

Required skills and qualifications

Organisational skills: Ability to supervise contractors, plan schedules, and prioritize tasks effectively.

Problem-solving abilities: Quick identification of issues and implementation of cost-effective solutions.

Communication skills: Clear interaction with team members, management, and external contractors.

Experience: Previous roles in directly-related areas or areas with transferrable skills and experience.

Reporting.

You will report to the Chief Executive. You will have close working relationships with all the team but particularly the client services team.

18 May 2026