



OCRA Limited

Ocean Court

Site supervisor/ Caretaker **£23,000 - £27,000 – depending on experience**

We are looking for a friendly and reliable site supervisor / caretaker to provide maintenance and security at Ocean Court, Plymouth. Ocean Court comprises of luxury flats and you will be responsible for keeping the facilities in excellent condition and ensuring that the residents are supported. You will have an office located in the communal area and access to storerooms for equipment. You will be provided with a site computer and telephone and have the support of our team of voluntary Directors, Chairman and Secretary. Contractors will report to you prior to any work being carried out and their activities logged. Your duties will include the general maintenance of the building and grounds.

Summary of Responsibilities:

- Perform regular inspections and be aware of the need for repairs to the common facilities, such as lifts, gardens, carpark etc.
- Perform minor repairs and general maintenance within the scope of your skill base.
- Manage the annual maintenance contracts and supervise as necessary.
- Liaise with contractors, suppliers, and service providers as needed
- Respond to residents' requests and complaints in a timely and professional manner
- Enforce the rules and regulations of the property and deal with any breaches (with the assistance of the appointed board of Directors).
- Maintain records of maintenance activities, expenses, and keep an inventory
- Ensure compliance with health and safety standards and legislation
- Monitor the security systems and report any incidents or suspicious activities
- Provide emergency assistance and support when required.

You will provide a weekly report of events and activities so that the board can assess the ongoing needs of the building and its upkeep.

We are looking for:

- Proven experience as a site manager/ supervisor or caretaker or a similar role in a residential / public property, or relevant transferrable skills and experience
- Excellent communication and interpersonal skills
- Ability to maintain logs of correspondence
- Ability to work flexibly and independently

- Basic DIY skills and knowledge
- Ability to operate and maintain various tools and equipment
- Basic IT skills – Word and Excel
- Good organisational and problem-solving skills
- Attention to detail and quality standards
- Driving licence and own vehicle is an advantage

We will offer you

- The opportunity to work a 4 or 5 day week being 36 hours per week from 8.30am to 18.00 over 4 days or 37.5 hours from 8:30 – 16:30 (5 days per week) both shifts allowing for 30 minutes lunchbreak.
- A regulatory company pension
- 28 days holiday per year (this is inclusive of the statutory Bank Holidays)
- Office and store-room
- Relevant training (inc. first aid)
- Free parking
- You will be supported by the voluntary board of Directors and report to the Chairman and Company Secretary.

To apply please visit <https://www.myocra.co.uk/Site-Manager.php>

Further enquiries to Karen Powell – karen.powell@btinternet.com
Applications should be submitted by Sunday 17 March at 10:00