

## Facility Maintenance Supervisor

**Location: Mosstodloch**

**Contract: Full or part time, permanent**

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 25 sites across the UK, 11 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

For further information about James Jones & Sons Ltd, visit [www.jamesjones.co.uk](http://www.jamesjones.co.uk)

### **About the role:**

We are looking to appoint a Facility Maintenance Supervisor, you will play a crucial part in overseeing day-to-day facility maintenance at our Mosstodloch site. This is a new role and there will be the opportunity to help shape the job. The Facility Maintenance Supervisor will ensure that the site is in good repair, completing small jobs themselves and coordinating professional tradespeople when required. Possibility to discuss either a full-time or part-time position depending on the candidate. A driving license is essential for this role.

### **Key tasks and responsibilities:**

- General maintenance and repairs of the facility including land and buildings
- Supervise external contractors from tendering/quote stage through to work completion
- Coordinate all planned maintenance works to minimise disruption
- Ensure strict compliance with Health and Safety regulations for all works
- Conduct weekly inspection of buildings and car parks to identify any repairs/improvements
- Report any concerns to the appropriate manager
- General building works and ad hoc service to include painting/decorating
- Manage the waste contract to ensure it meets company requirements

**Skills and Experience:**

- Be a strong team player
- Working flexibly with a can-do attitude
- Exceptional attention to detail
- Contract planning
- Excellent administration and organisational skills

**Remuneration and benefits:**

- Competitive rate of pay
- 33 days annual leave (including statutory holidays) pro rata
- Employer pension contribution
- Health & Wellbeing services (remote GPs, mental health support, physio)
- Life assurance cover \* after 3 months

**Application and recruitment process:**

Please send your CV to: -

Lisa Marie Brennan, HR Business Partner, James Jones & Sons Ltd, Garmouth Road, Mosstodloch, IV32 7LH or E-mail to [lisamarie.brennan@jamesjones.co.uk](mailto:lisamarie.brennan@jamesjones.co.uk)

Closing date for applications is Friday, 23 February 2024.

Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.