



## ASCENSION ISLAND GOVERNMENT

# JOB DESCRIPTION

**JOB TITLE:** Minor Works & Projects Team Leader

**TEAM:** Facilities & Project Team

**REPORTS TO:** Property Works Officer

**JOB PURPOSE:**

1. To lead the Minor Works & Project Team, comprising a multi-skilled workforce responsible for undertaking all Building & Civils non-routine maintenance works.
2. To work alongside and assist the other Facilities Team Leaders with Priority Two & Three rated maintenance works, as and when required.
3. To perform stevedoring duties during all ship work operations.

---

**MAIN DUTIES:**

1. Plan, estimate, allocate resources, supervise and organise all works requests related to Minor Works & Projects, while maintaining high quality and health & safety standards and adherence to programme schedules, performance specification and budgets.
2. Manage/supervise and motivate a team of multi-skilled trades employees, ensuring highest working standards are maintained.
3. To work alongside the other Facilities Team Leaders, if required, with internal/external urgent or routine repair maintenance works.
4. To serve as the back up to the other Facilities Team Leaders in some of the day to day routine works, in their absence.
5. Attend regular site and team meetings, report on work in progress and ensure completed works are finished and certified to the agreed contract, budget, programme and quality and Health & Safety specifications.
6. Assist in the continual development and fulfilment of a suitable planned project works programme in conjunction with the Property Works Officer and team for all AIG estate facilities.
7. Raise orders for materials and in-house stores. Ensure stocks of equipment and materials are maintained and procured to ensure compliance with works delivery programmes. Arrange for materials to be either procured externally or to be drawn from Stores and delivered to work site.
8. Brief, guide and assist staff on job requirements. Ensure all team members are suitably trained and organise up-skilling courses as required.
9. Prepare documents for invoicing of completed jobs and submit staff timesheets to the Help Desk.
10. Maintain up to date records of equipment, tools and stores assigned to Minor Work & Projects. Accountable for the proper maintenance, safety standards and appropriate use of machinery, vehicles, equipment, tools and materials.
11. Regularly update completion and works in progress reports on a weekly and monthly rotation

12. To assist, as required, with the asbestos abatement program, working to appropriate regulations and undertake the associated periodic training.
13. To carry out Stevedore and other ship duties as a core function, which involves:
  - Working a 12-hour shift and weekend working when required.
  - Working on the pierhead or barges or on a vessel (team members rotate these locations).
  - Physical outdoor work for long periods, including potentially being at sea for much of the day
  - Rope handling.
14. To maintain a high standard of Health and Safety at all works sites in accordance with the UK standards and regulations.
15. Carry out Accident and Incident reporting in accordance with AIG Policies.
16. To undertake any other related duties as requested by the Property Works Officer and to work reasonable overtime as required.

## **RESPONSIBILITIES:**

- Responsible and report to the Property Works Officer for the staff, equipment & operation of the Minor Works and Project Team within the Facilities department.
- Adhere to and support all approved works and works instruction by the Project Manager.
- To comply with AIG's Health and Safety at Work policies and procedures.
- Comply with AIG working guidance and procedures.
- To attend any training course which AIG specifies in the further development of the jobholders role.
- To provide high standards of customer service when dealing with members of the public, other sections of AIG and external organisations.
- To ensure that any usage of AIG vehicles is compliant with the vehicle usage policy, including reducing unnecessary journeys and maximising vehicle sharing where possible.

## **PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes**

### **Essential**

- A qualification in the construction trade or an experienced Tradesman with a sound practical knowledge of building works & equipment and with the construction industry generally.
- Good leadership and management skills. Ability to motivate teams.
- Basic Project management skills and/or knowledge in the construction sector.
- Effective oral and written communication.
- Knowledge of Health and Safety at Work practices
- Basic computer literacy including MS Word, Excel and Outlook
- A thorough and systematic approach to work including all administration and paperwork.
- Must be flexible to meet the needs of the Organisation
- Ability to take on assigned work requests and using initiative, produce practical solutions to on the job problems.
- To hold a driving licence covering classes A&B.

### **Desirable**

- An understanding of (or willingness to learn) AIG's financial systems, procedures and requirements.
- An understanding and general good knowledge of plumbing and electrical works in the construction sector.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

**Updated February 2025**