



# SHEFFIELD WEDNESDAY FOOTBALL CLUB

## JOB SPECIFICATION

**JOB TITLE:** Maintenance Assistant Manager  
**LOCATION:** Main Stadium and Training ground  
**RESPONSIBLE TO:** Stadium Operations Manager  
**RESPONSIBLE FOR:** The Maintenance Team  
**HOURS:** 40 hours plus home Match Days as required.  
**SALARY:** TBC

### MAIN PURPOSE OF JOB

To ensure that the stadium and training ground are maintained in a good and safe condition. To ensure the efficient and cost-effective running of the stadium and training ground on a day-to-day basis, and that all personnel under your direct responsibility carry out their duties in a competent and consistent manner to ensure a safe and secure environment is always maintained throughout the stadium and training ground and ensure the successful and safe delivery of all matches and other stadium events.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Generic Duties

- To promote a professional image of the club and themselves at all times.
- To contribute to identifying and undertaking initiatives aimed at improving the efficiency and effectiveness of service delivery.
- To help develop the policies and procedures of SWFC with the aim of creating a well-managed organisation which maximises resources and explores income generating opportunities.
- To work with and support other team members as required to ensure an effective and efficient service is developed and delivered.
- Provide management information as required for the use of SWFC.
- You will be expected to contribute to the Health & Safety of the working environment in a personal and, where applicable, a supervisory capacity.
- You will be expected to seek ways of updating and improving personal skills, knowledge and understanding relevant to your own job role. SWFC will undertake appraisal interviews with all staff to address individual's personal development needs and to produce a training and development plan for the club.

#### Specific Duties

- Inspecting facilities periodically to determine problems and necessary maintenance
- Preparing weekly maintenance schedules and allocate work
- When Necessary, assist Recruiting, supervising, and training maintenance personal
- Inspect facilities Prior to any fixture held at the stadium to determine problems and necessary maintenance issues
- Prepare weekly maintenance schedules and allocate work
- Recruit, supervise and assist maintenance staff.



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- Hire and supervise tradesmen during installations, repairs, or maintenance (electricians, plumbers etc.) Maintaining best prices
- Inspect and maintain building systems as per Schedule 7 requirements.
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g., renovations) when required
- Ensure adherence to quality standards and health and safety regulations at all times.
- Work with the Operations Manager in delivering a safe stadium.
- Attend SAG meetings when required.
- Management of all Operational Budgets for the pitches
- Management and supervision of the Maintenance staff team
- Manage and maintain a healthy and safe workplace.
- Maintain good communication with the facility management, colleagues, football management and coaching staff.
- To work Home Match Days has required.

## **REQUIRED SKILLS**

### **Qualifications and Experience**

- Proven experience as Maintenance supervisor or similar role.
- Knowledge of Health and Safety practices and regulations.
- Proven leadership abilities in managing a variety of Maintenance staff, preferably on a multi-site basis.
- Organisational and administrative skills
- The ability to communicate appropriately with senior management /staff/ and visitors.
- Self-motivated and dedicated.
- Tactful and diplomatic.
- A willingness to be adaptable and to work weekends and unsociable hours as required by the job.
- Play a leading role in the pathway and car park clearances whenever necessary in the winter months
- Ability to identify issues and determine repairs that are needed.
- Excellent analytical and problem-solving skills.
- Strong technical knowledge of all building systems (electrical, heating etc.)
- Professional certifications (e.g., CMRP or HVAC certified) are preferred.

### **DISPOSITION \ ATTITUDE**

The ideal post holder will have initiative, be able to work under pressure, know how to prioritise workload, be able to meet deadlines, and will have good verbal and written skills. The post holder must understand the need for confidentiality and must be a team worker.



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## **PHYSICAL \ SENSORY**

The post holder must be reasonably fit as the role includes lifting and carrying, and use of machinery for long periods, and must be able to drive.

## **SPECIAL CONDITIONS**

Driving Licence, Health Check

Whilst every endeavour has been made to outline all duties and responsibilities of this post, a document such as this does not allow for every item to be specified in detail. Broad headings have therefore been used, but all the usually associated tasks and routines are naturally included in this job description.

The post holder should not refuse to undertake work, which is not specified in this Description, but you may wish to document it for any future appraisal.

The post holder will be required to observe Company policies and procedures, and to maintain confidentiality regarding information processed.

## **How to Apply**

If you feel you have all the qualities and experience, please send all CV's and covering letter to [vacancies@swfc.co.uk](mailto:vacancies@swfc.co.uk)

[A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.](#)

SWFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

SWFC is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such you may be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service and prior to taking up any role.

**Closing Date: 31st January 2023**