**Grounds & Maintenance Manager**

Moray Sports Centre (MSC) is a brand new multi-sport facility in Elgin, Scotland, due to open in June 2019.

We would like to appoint a full-time Maintenance & Grounds Manager who will ensure that the buildings, grounds and infrastructures are maintained to the highest standards and provide a safe environment for our team and visitors.

This is a very hands-on role that will involve coordinating and carrying out all reactive and planned maintenance. You must work well as an individual but be able to delegate and manage a small team effectively. Prioritisation skills and an attention to detail are extremely important.

Key responsibilities include but are not limited to:

* Perform day-to-day routine and preventative maintenance within the facility.
* Create a Planned Preventative Maintenance (PPM) programme for building, services and equipment throughout the sports centre.
* Respond promptly to maintenance calls that arise from MSC team members.
* Maintain all tools, equipment and work areas in an excellent condition.
* Demonstrating a sound knowledge of all areas and equipment.
* Communicating effectively with designers, tradesmen and contractors when necessary.
* To carry out procedures and standards for the safe and economical operation, maintenance, service and repair of all plant, electrical, plumbing and kitchen equipment and ensure good record keeping of such procedures.
* Prioritisation of jobs and ensuring jobs are completed in order of importance.
* Ensure regular updates are communicated with the management team regarding decision making, costing and the hire of contractual help.
* Ensure all regular tests are done and recorded such as fire/pat/legionnaires testing.
* Remain up to date with current legislation and good practice associated with all aspects of maintenance and grounds.
* Develop a clear strategy for the site in respect of grounds maintenance and willing to take ownership for the appearance of the grounds and strive for continual improvement.
* On duty management and on call duties for the centre.

Desirable experience and qualifications:

* Heating, Ventilation & Air-conditioning (HVAC) Systems
* Mains, Hot & Cold Water Services
* Compressed Air Systems
* Power & Lighting
* Fire Detection and Alarm Systems (incl. CCTV)
* Building Fabric / Structure
* Grounds Management / Landscaping
* Drainage Systems
* Good PC based skills, with experience in Word/Excel and Outlook
* Good practical, problem solving skills
* Proactive and able to plan and deliver improvements initiatives.
* HND / HNC or equivalent (Engineering / Construction related discipline)
* 3+ Years Mechanical / Electrical ‘Building Services’ maintenance experience in a Managerial or Supervisory role

**Additional skills**

You must be able to work well under pressure with a strong attention to detail and a “can do” attitude. You may be required to interact with users of the facility so strong customer service skills and a good appearance is a must.

If you have the talent, personality and desire to take on this challenging and rewarding role, then we would like to hear from you.

Please send the below to: [hello@moraysportscentre.co.uk](mailto:hello@moraysportscentre.co.uk)

* A cover letter describing why you would be an asset to Moray Sports Centre.
* c.v. including job history, education and volunteering history (required)
* 2 x References (required)
* Copies of relevant qualifications (required)
* Licence: Driving (required)

The closing date for applications is 19/03/2019. We look forward to hearing from you!