



## MAINTENANCE MANAGER

### BODORGAN ESTATE

#### **Background: the Bodorgan Estate**

The Bodorgan Estate is the largest land-holding on Anglesey and enjoys a large and diverse built portfolio including 105 let houses, a growing holiday letting portfolio, hundreds of farm buildings and substantial heritage property occupied by a number of members of the Meyrick family. Annual repair & maintenance expenditure on Estate buildings has in recent years been in the £450,000-600,000 range and the Estate is committed to maintaining its Direct Labour Organisation currently comprising of 4 men.

The Maintenance Manager will report directly to the Estate Manager and will work closely with others in the Office team. The Bodorgan Estate forms an important part of the wider Meyrick family group. For more information, see [www.bodorgan.com](http://www.bodorgan.com)

#### **THE ROLE: KEY RESPONSIBILITIES**

##### **Budget setting, financial management & reporting**

- Produce annual R&M budget, including for planned and reactive repairs and priority projects
- Reporting on progress for management meetings
- Reporting against budgets for: (1) monthly management accounts and (2) the Estate's owners annual meetings
- Approval of R&M expenditure in the R&M plan
- Cost control
- Financial appraisal of projects

##### **Leadership**

- Management of the 4-person Direct Labour Organisation: directing and supervising work
- Management of the Residential Administrator, a shared resource with the Residential Letting Manager
- Appraisals and training reviews
- Quality control of in-house and third party contractors
- Management of cost effectiveness
- Recruitment and staff selection

##### **Works administration**

- Programming jobs
- Costing jobs

##### **Execution of Works**

- Instructing and progressing work
- Regular review and reporting of progress

##### **Procurement**

- Specification and tendering
- Purchase and control of materials
- Selection and supervision of contractors
- Ensuring value by tendering and price negotiation

## Technical

- Compliance with Planning Regulations and Listed Building Consents
- H&S and CDM Regulations
- Planning for EPC legislation in all properties
- Compliance with statutory matters (gas/electrical safety etc)
- Grant applications where relevant – for example NEST

## Property Inspections

- Annual inspection of an agreed number of properties in agreement with the Residential Letting Team

## Client liaison & heritage property

- Liaison with family occupied property including working closely with specialist heritage property consultants
- Close co-ordination with the commercial teams managing the residential and holiday letting portfolios

## THE PERSON: experience and skills

This is a challenging but rewarding opportunity, and we are looking for an experienced building professional, either builder, foreman, contractor or surveyor, with the confidence and experience to deliver the Key Responsibilities. Numeracy and general confidence with numbers is one of the essential skills we are looking for.

Skills	Essential	Desirable
Construction experience required to exercise effective management of building work to deliver projects up to £75,000 each on time and within budget.	✓	
Numeracy	✓	
An effective and competent team leader	✓	
A positive team player with effective communication skills	✓	
Effective use and application of ICT with sound working knowledge of MS Excel and MS Outlook	✓	
Practical management of Health & Safety issues	✓	
Deliver Building Regulations' Compliance		✓
Effective use of external professionals and consultants	✓	
Confident organisational skills and ability to work both independently and within the team environment.	✓	
Design and produce costed feasibility studies with working drawings		✓
Solid understanding of the specialist building skills needed for maintaining heritage property	✓	
Flexibility to provide on call cover for emergency maintenance	✓	
Own transport and driving license	✓	
Self-confident and adept at face to face negotiations to achieve good value for money	✓	
Competent with one or more CAD drawing systems for design and production of plans		✓
Produce detailed specifications, issue tenders and negotiate JCT contracts		✓

**Employment Package:**

Salary & review	Competitive for the right candidate To be reviewed annually from 1 April each year.
Relocation package	Will be offered to the right candidate
Hours of Work	You will be expected to work a 40 hour week.  The Estate Office at Bodorgan is open from 8.00am until 6.00pm.  Unusual hours, including weekend, evening and nights may be necessary but are infrequent.
Pension	The Company will pay 6% of salary from six months after the start date if the Employee contributes 3% of their salary.
Sick Pay Policy	You are entitled to SSP.
Holidays	22 days per year plus public holidays.  Your holiday entitlement will increase every year by 1 day up to a maximum of 25 days per annum.
Travel Expenses	A pool car is provided for business use.  If this is unavailable you will be reimbursed for business mileage at the current approved HMRC rate.
Mobile Phone	To be provided for business use
Period of Notice	One month in the first year and two months' thereafter

**How to apply:**

**Please forward your current CV (if you wish include a recent photograph) to:-**

Mr Tim Bowie  
Estate Manager  
Meyrick Estate Management Limited  
Estate Office  
Bodorgan  
Anglesey  
LL62 5LP  
email: [tim.bowie@bodorgan.com](mailto:tim.bowie@bodorgan.com)