



Site Supervisor

Vacancy Information Pack

Advert Details

Job Title: Site Supervisor
Location: Bee & Station, Bodfor Street, Rhyl
Salary: Grade 4 (£28,142 - £28,598 pro rata, per annum)
Hours: 20 per week
Contract: 2 years Fixed Term (from start date)

If you would like to discuss any aspect of this post, please contact Daniel Roebuck (Facilities and Assets Team Manager) on:

Phone: 01824 706478

Email: daniel.roebuck@denbighshire.gov.uk

Recruitment timeline	
Closing date:	26 th May 2026
Interview date:	TBC
Start date:	As soon as practical

How to Apply

To apply for this exciting vacancy, please complete our online application form via the website: www.denbighshire.gov.uk/work-for-us

Please outline on your application form how you meet all the essential criteria for this position within your supporting statement.

For alternative methods of applying, please call HR on 01824 706200.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Equalities

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. This document is available in Welsh.



Candidate information

This is a unique chance to join a dynamic and progressive team in a forward thinking authority.

We are looking for a dynamic and flexible person with excellent people skills. The post holder will assist in the day-to-day delivery of all functions and services provided within the facilities service and support the Cluster (South). The successful candidate will also be responsible for ensuring the service positively contributes to the Council's vision of an ideal place to live and to visit.

The post holder will form part of the Facilities Management Unit, providing advice, support and guidance to staff, customers and users and be prepared to challenge and compare the methods of working in the Service.



What makes Denbighshire County Council a great place to work?

We believe the hard work and commitment of our staff should be properly rewarded, so we offer a range of benefits to help our employees achieve a work/life balance, develop in their career, and we support them in their work.

- Flexible and agile working opportunities
- Generous annual leave entitlement starting at 26 days (plus bank holidays) rising with length of service to a total of 32 days
- Local Government Pension Scheme
- Focus on Employee Wellbeing and access to EAP (Employee Assistance Programme)
- Lifestyle Savings via DCC Rewards Direct (high street shopping, holidays, days out etc)
- Car salary sacrifice scheme and car leasing scheme
- Family friendly policies

To view the full list of benefits we offer, please visit our website:

www.denbighshire.gov.uk/pay-and-benefits

Job Description

Job Title: Site Supervisor
Grade: 4
Service: Corporate Support Service: Performance, Digital & Assets
Service Area: Strategic Asset Management
Responsible to: Facilities and Assets Team Manager
Job ID Number: 03516

Welsh Language Level

Welsh language skills are desirable – level 1

[Welsh Language Levels](#)

Job Purpose

To provide Site Supervisory services in respect of the assigned site(s)/building(s) and surrounding area within the Civic Office and Community Buildings Portfolio Cluster (South).

Assist the Senior Fire and Site Supervisor (SFSS) in the day-to-day operation of a range of facilities and services.

Responsible for supporting and assisting In property safety and other Facilities Management Unit (FMU) resources will be a requirement of the post, as will be the responsibility for all personnel in the absence of the SFSS associated with the facility(s).

The post holder will be responsible for ensuring the service positively contributes to the Council's vision of an ideal place to live and to visit.

Principle Accountabilities and Responsibilities

To assist in the day-to-day delivery of all function`s and services provided within the facilities and support the Cluster (North).

As part of the team, and in the absence of the (SFSS) be responsible for:

- Supply Staff.
- Security of the building
- Bookings taken
- Cleanliness of the buildings and grounds.
- Safety of staff and users
- Liaison with staff, users and visiting groups

To monitor the condition of the building and plant and to arrange for any repairs to be affected.

To cover sickness and holiday periods across the Cluster (North).

To control and direct the activities of all staff within the Facility in the absence of the SFSS ensuring excellent standards of customer care are provided.

To ensure adequate stocks of materials are kept, such as office supplies, re-saleable goods, stock, cleaning materials, and to ensure compliance with Audit requirements.

To liaise with the Service partners management team and outside organisations to promote an effective interface between these and the Facilities Team.

To ensure compliance with all requirements of the premises licence and conditions of any other licences that become applicable.

To ensure the safety of all persons within the premises in accordance with the normal operating procedures and the Health & Safety at Work Act.

To carry out routine maintenance and attend to minor breakdowns of equipment/plant where appropriate.

To provide relevant support, advice and an appropriate level of instruction and supervision as required. (Single Access Card System. Technical aspect).

To assist the SFSS in the administration of the Facility. Recharging, etc To undertake any other relevant task assigned by the SFSS/ FM.

To be flexible, adaptable and willing to work on request at various sites, which include other centres or facilities.

Building Security

To ensure the day-to-day security of the assigned site(s)/building(s). Through the monitoring and operation of the access control systems, intruder and CCTV systems, (where installed), and to report any malfunctioning or operational difficulties to the (SFSS), and the Building Services Helpdesk (Helpdesk).

To ensure that the assigned site(s)/building(s) are opened and secured, at the beginning and end of each working day, and where required, opened and secured at weekends.

To attend, as required and when necessary, outside of normal working hours, in cases of alarm activation or other emergency, and liaise with the SFSS, FM and Emergency services if required.

Building Maintenance

To act as the on-site contact for routine maintenance works: to monitor the day-to-day condition and performance of the building and external works, and as necessary, report any maintenance problems to the Helpdesk. Any serious / dangerous maintenance problems / issues should also be reported to the SFSS, FM as required.

To facilitate the work of the cleaning, and other maintenance staff and contractors. Liaise with the contractors on site to ensure their efficient working and minimum disruption to staff.

To operate and manage the building's heating and ventilation systems plant and services.

To undertake any minor repairs and maintenance work, that does not require specialist contractors.

To monitor external contractors with regards to current Health & Safety at Work Regulations and the Control of Contractor regulations are adhered to at all times.

Portage

To set out and arrange furniture in conference rooms, atrium areas, and general meeting rooms as required.

To organise the provision of light refreshments (tea, coffee etc) for conference and meetings as required, (as dictated by the relevant building/local arrangements), and when requested for in advance.

To oversee the efficient removal of waste from the building/site, including confidential waste and material for recycling.

To store, correctly set, fly and take down official flags outside of the building(s) on occasions, as directed by the Council's Civic Officer/Principal Facilities Manager.

To maintain the site(s)/building(s), and the surrounding area in a clean and tidy condition, including snow clearance/gritting as required.

Fire Safety

The Site Supervisor is to carry out the weekly/monthly fire safety checks, as laid out in the Building Fire Safety file:

- Checking of fire exits.
- Checking of fire equipment i.e. accounted for/not tampered with.
- Testing of fire alarm systems/call points.
- Checking of fire control panel(s).
- To liaise with the SFSS/ FM and Fire Maintenance Team, should any faults/problems be encountered.

General

To undertake any other duties associated with the post as from time to time, requested by the SFSS, FM and to act as a deputy to the SFSS for building management issues as required.

Resources/Equipment/Material

- Facility(s) Keys
- Laptop

- Mobile Phone
- Access to BM Hornbill

Supervision/Management of People

Cleaning Staff
Casual Staff

Special working conditions

The post will be required to regularly work from a number of different locations throughout Denbighshire and thus must have the ability to travel.

Extended/out of normal business hours may be required on occasion to attend meetings and/or to ensure that any key report or project deadlines are met.

May occasionally be required to work outside in various conditions.

May occasionally be exposed to dirt and dust when visiting construction sites.

Knowledge, Skills, Training and Experience

An experienced caretaker with knowledge of building security, current health & safety regulations, fire safety regulations and general routine maintenance work, together with abilities to organise accommodation and furniture for a range of requirements.

Appropriate knowledge of basic ICT systems would be an advantage, as would the ability to speak Welsh.

The post holder will demonstrate a good degree of communication and customer focused interpersonal skills.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks:
2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/context

The post holder will form part of the Facilities Management Unit, providing advice, support and guidance to staff, customers and users and be prepared to challenge and compare the methods of working in the Service. You will be in direct contact with Groups, Organisations and the general public who use the Facility, and will be expected to work early mornings, evenings and weekends to meet the needs of the service.

The Service is key to the vision of Denbighshire County Council in ensuring that '...by 2025 the County will be an ideal place to live, work, visit...' And playing a key role in the strategic aim of 'Bringing the Council closer to the community'.

Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

	Essential criteria	Desirable criteria	Method of Assessment (App form / Interview / Quas)
Qualifications	3 GCSE's at Grade C or above, or equivalent	IOSH Managing Safely First Aid at Work	Application form Certificates
Relevant Experience	Minimum of 2 years previous experience of working in a FM environment	Experience of using Computer software packages to an effective level e.g. Microsoft Office, Hornbill	Application form
Knowledge & Skills	Written & Oral communication skills Ability to work on own initiative Ability to plan, organise and prioritise own workload whilst adhering to departmental guidelines.	Good working knowledge of the industry and Building Management Systems	Application form Interview
Personal Qualities	Demonstrate excellent customer focused interpersonal skills when dealing with staff, organisations and members of the public Ability to build and promote effective working relationships		Application form Interview References
Any Other Requirements	Empathy with the language and culture of Wales Team worker Vehicle access and the ability to travel independently	Ability to work through the medium of Welsh	Application Form Interview



**Thank you for
your interest**

Denbighshire County Council

Website: www.denbighshire.gov.uk/work-for-us

Facebook: @DenbighshireCouncilJobs

X: @DenbighshireCC

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