



### **Job Description - Maintenance Manager**

Fixed Term (Full Time for year one, Part Time for year two)

Location: Initially Home based / Burgh Business Centre, Rutherglen then the David Livingstone Birthplace, Blantyre

Reporting to: In the interim the Head of Development, then line management will be confirmed.

Responsible for: Internships

Salary – £27,000 per annum full time in Year One, Part Time Equivalent for Year Two

### **Background**

At end of March 2017, the David Livingstone Trust (DLT) took over the management of the historic Birthplace site from the National Trust for Scotland. DLT is now in the process of establishing a management team to lead the Birthplace into an exciting future with the revitalised site planned to re-open in Spring 2021). The ambitious plan includes the refurbishment of the historic buildings, redesign of the exhibition as well as the updating of the catering and retail spaces, within the Pavilion building. The project is being funded by the National Heritage Lottery Fund, the Scottish Government and Historic Environment Scotland. This is an exciting time for the Trust; an opportunity for rebirth and re-establishing the ethos of the important historic site and furthering discussion around the life and values of David Livingstone. The Maintenance Manager post will develop, produce and implement a Maintenance Plan for the site and play an important role in getting the site ready to re-launch. The individual whom we are seeking therefore must be a highly organised individual and have the ability and willingness to be involved with a range of different projects.

### **Role Summary;**

The role will be responsible for managing, monitoring and planning the maintenance of the A-listed historic building and parkland. The role will also be line manager for Grounds and

Maintenance Internships. We are looking for a reliable Maintenance Manager to oversee the current and on-going management of the site as well as the forward planning for the site. The role ultimately will be the one to ensure that the site maintenance is well managed, maintaining it for future generations and this will include identifying the resources and budget needed to do this. The preferred candidate will have a solid understanding of the maintenance of the parklands, historic building and of the requirements of operating a site which is open to the public. They will be well-versed in all maintenance processes and health and safety regulations and will need to have a 'hands-on' approach to the role, as we have a small team and the ability to multi-task will be essential.

### **Responsibilities**

- Produce and develop a Maintenance Plan for the DLB site, including an Action plan for year one and two as well as a higher-level 5-year forward plan.
- To manage in conjunction with the DLB Management Team our key projects including installation of a new Play Park (proposed to be open in 2021) and to assist with the set up and re-launch of the Birthplace Project including museum exhibition, café and shop.
- Develop maintenance procedures and ensure their implementation
- To develop and manage the Maintenance Internship programme
- Manage relationships with contractors and service providers
- Keep maintenance logs and report on daily activities
- Ensure health and safety policies are complied with
- Carry out inspections of the facilities to identify and resolve issues
- Check electrical and hydraulic systems of buildings to ensure functionality
- Plan and oversee all repair and installation activities
- To be responsible for managing the security of the site with regard to the alarm system and security procedures
- Monitor expenses and control the budget or maintenance
- To assist with the management and development of the 11 acres of Parkland and work with our partners including the Let's Grow project with Skills Exchange South Lanarkshire.
- Supporting the DLB Management Team with the operational opening and delivery of the Birthplace Project and to act in a Duty Manager role once the site re-opens.
- Provide reports as required to the Trustees, funders and the Management Team.

### **Skills and Requirements**

- Proven experience as maintenance manager or other similar managerial role
- Experience of having produced a Maintenance Plan for a similar site

- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Working knowledge of facilities machines and equipment
- Strong interpersonal and communication skills and the ability to deal with a diverse range of people
- Experience of working with and managing Interns/students/working with young people
- Outstanding organisational and leadership abilities
- Excellent organisational and forward planning skills
- Experience of having managed the maintenance of a heritage site would be advantageous but any customer facing operational site would also be considered
- Ability to work effectively on an individual basis and as part of a team.
- Flexible approach to working patterns.
- Methodical approach and good attention to detail.
- Good IT skills and a competent user of Microsoft Office, specifically the reporting functions of Excel
- Flexible, confident approach with the ability to work independently or as part of a team.
- Experience of planning projects or services.
- Good organisational skills and the ability to manage a variety of tasks.

### **Further Information**

More detailed descriptions of David Livingstone the Birthplace Project are provided on our website <https://www.david-livingstone-birthplace.org/>

This role is available on an employment basis to a suitably experienced individual and will be based on a full-time role for year one, followed by a part-time in year two. There is the potential that the role will be extended and/or that increased hours may be available, but this will be dependent on funding availability.

### **Applications**

Applications for the role in the form of a CV and covering letter should be sent to Head of Development at mail to: [grant.mackenzie@dltrust.uk](mailto:grant.mackenzie@dltrust.uk) by noon on 23rd of November 2020. References will be required by the successful candidate.

The post is funded through Historic Environment Scotland's Resilience Fund.



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