Role Profile – The What, The Where, The How			
POSITION	Deputy Painting and Repairs Supervisor	**REF**	SERV19
TEAM	Painting and Repairs (P&R)	**LOCATION**	On Site
VERSION	3	**LAST UPDATED**	August 2026

THE PURPOSE OF THIS ROLE IS TO	Assist in the management of sites, ensuring that all works are carried out to the highest standards, safely and professionally. This involves all aspects of refurbishment, painting and decorating, in and on Coastline properties and buildings. Deputising for the Supervisor when needed.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Assisting the Painting and Repairs Supervisor in the day to day running of the Painting and Repairs team.
2. Carrying out refurbishment works, painting and decorating as required under the instruction of your supervisor.
3. Undertaking all duties in accordance with HSE and Coastline Health and Safety policies and procedures.
4. Coastline vehicles and equipment which are within your possession or care.
5. Participating in, and occasionally leading on, Toolbox Talks.
6. Completing all mandatory training, risk assessments and other activities as required by Coastline.
7. Representing yourself in a professional, courteous and competent manner at all times, wearing your Coastline uniform, ID and appropriate PPE.
8. Deputising for the Supervisor when they are absent, on holiday or away, ensuring that:
    - Works are carried out in a safe manner.
    - H&S policy, regulations and best practice and company values and rules are adhered to.
    - Members of the team, are trained, supported and benefiting from your knowledge and skills.
    - Sub-contractors are working to the required Coastline standard.
    - The rest of the management team are aware of progress, issues and problems.
    - Images and information are provided to assist with the accurate pricing of jobs.
    - Any other duties that might reasonably be required while the Supervisor is absent.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES	At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria (although some are essential of course!) Specifically, what we're looking for is someone who: Demonstrates behaviours in accordance with Coastline's values:

Put our customers first
Be open, honest and accountable
Value each other
Strive to be the best

You will also need:

- A full UK driving licence.
- A satisfactory basic DBS check.
- Trade-specific related experience and/or qualification.
- A CSCS card (or a willingness to get one if not already held).
- SSSTS qualification.

Some experience in the following would be an advantage:

- Experience working for a housing association, in the social housing sector or a relevant technical or vocational qualification or apprenticeship.
- Client/customer and operative/subcontractors communication and negotiating skills.
- Project management skills.
- Ability to make sound and evidence-based judgements, prioritise work, meet deadlines and targets, problem solve and research complex technical issues.

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

- Directly line managed by the Painting and Repairs Supervisor (or the Contract Manager if absent).
- Responsibility for deputy-management of the Painting and Repairs Team.

CONTACTS
Internal • Directors, Managers and Supervisors of Coastline Services. • Administrative and finance support staff as required. • Coastline Customer Service Staff. • Staff within other departments. **External** • Customers and potential clients of Coastline. • Local Authorities, construction companies, service providers, housing associations etc.