Information pack for the post of

**Building Maintenance Officer**

#### Job reference number 1281

#### **Closing date: Friday, 31 October 2025 (noon)**

Interview date: w/c 17 November 2025

##### **Guidance on completing the application form.**

##### Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

**Disclosure and Barring Service (DBS)**

Some posts may be subject to an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

**Politically Restricted Post**

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

Candidature for election

Holding office in a political party

Canvassing at elections

Speaking or writing publicly on matters of party political controversy.

**Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

**Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

**Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

**Equality and diversity**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

**Eligibility to work in the UK**

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

**What happens after I submit in my application?**

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 446426** or e-mail **recruitment@spelthorne.gov.uk** with any queries.

### **You are also able to apply online using** [**www.surreyjobs.info**](http://www.surreyjobs.info)

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)

**Advert**

**Building Maintenance Officer**

**Salary £35,081 - £37,298 pa plus essential user car allowance**

**Full time 36 hours per week**

This role is within the Asset Management Department, reporting to the Senior Building Manager.

Working in Building Services Team, you will be involved in the organisation, supervision and cost checking of planned and reactive maintenance work to Spelthorne Borough Council municipal and residential properties.

You will be providing the quality control services required in connection with Council’s strategic maintenance programme ensuring compliance to the correct specification, plus reporting and monitoring construction related key performance indicators.

You will need a comprehensive knowledge of construction from a trade background, be able to work on your own initiative and as part of a team and stay calm in an emergency. In addition, you should have experience of checking contractors’ compliance to construction regulations and quality of workmanship especially adherence to health and safety legislation.

You will need a vehicle, and you must have a valid driving licence for the type of vehicle you are driving.

You will preferably have good management skills, be confident and adaptable, be able to communicate well in person and in writing and be competent in Word and Excel.

What we’re looking for from you

* A proven track record working in a varied, hands on, property maintenance role. You should be experienced in delivering a superior service to all stakeholders across the business. You must have excellent attention to detail, be able to prioritise and manage your workload and be comfortable working alone or as part of a team.
* Drive, enthusiasm, flexibility and an ability to work in a fast-paced environment. Excellent communication skills are also a necessity.

For an informal chat about this post please contact Alfred Osawe on

01784 446 280 or email: A.Osawe@spelthorne.gov.uk

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council’s policy. The post holder will be required to attend the office in line with a rota and any service requirements.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network.  Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits’ package that includes flexible working hours, pension scheme and at least 23 days’ paid leave per year (pro rata for part time).

**Closing date: Friday 31 October 2025 (noon)**

**Interview date:** Week commencing 17 November 2025

**To apply please use the ‘apply online’ button below.**

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

*Working towards equal opportunities*

**Strictly No Agencies**

**JOB DESCRIPTION**

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| --- | --- |
| Date Prepared: | 19/092025 |
| Post Title: | Building Maintenance Officer  |
| Post Number: | 4351  | Grade:  | 6 |
|  |  |
| Service: | Assets |
| Service Head: | Group Head Assets |
| Report To: | Senior Building Manager  |
|  |  |
| General Duties: | To provide the Building Maintenance quality checking services required in connection with the Reactive and Planned Maintenance Programme ensuring compliance to the contract specification and reporting and monitoring the construction related Key Performance Indicators.The Maintenance programme covers Spelthorne BC Commercial, Municipal and Residential car parks, land holdings, war memorials property portfolio. |
|  |  |
| EssentialRequirements: | Experience of working within a Council or a similar body or in the commercial sectorKnowledge of legislation relevant to the construction industry and building contract management.Diplomacy and good interpersonal skillsProactive and good approach to problem solving. Resilience (able to respond to competing priorities) Able to establish a good working relationship with customers, councillors and other professionals to ensure good working relationships are maintained at all times. An ability to prioritise and meet deadlines. Good level of IT skills, and ability to use Microsoft Word, Excel, E-mail, Internet Willingness to be flexible regarding working hours to enable priorities to be met.Able to work independently and on own initiative. |
|  |  |
| General Responsibilities: | Main DutiesTo assist in the delivery of the planned and reactive maintenance service of the Council’s commercial, municipal, residential, car parks, land holdings property portfolio.**Equal Opportunities**:The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.**GDPR:**The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.**Health and Safety**:The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate. |

Particular Duties and responsibilities:

1. The prime duty of the post holder will be the inspection of the works in relation to: -
2. specification and regulation compliance
3. quality control of installation products and workmanship
4. checking that the contractor has exercised due regard to the properties, fixtures and fittings and the maintenance of essential services.
5. reasonable and regular progressing of construction and/or maintenance works
6. observance and reporting of any unsafe practices.
7. checking and monitoring against identified Key Performance Indicators
8. control of IT records for KPI results and other departmental systems.
9. Responsible for all administrative tasks associated with the day-to-day contract of the Building Services Team whilst prioritising a high workload manging invoices and maintain records.
10. Liaison with Building Services Team, staff from other Council’s departments, statutory organisation, external service providers and contractors.
11. Assisting in the co-ordination of works between Council’s service managers and contractor and where necessary Building Services Team.
12. Maintain records of instructions, approvals, worksheets and certificates, etc.
13. To prepare cost estimates and control expenditure.

1. Logging and reporting performance against agreed Key Performance Indicators.
2. To undertake Standby Duty on a rota basis outside of office hours to provide a 24-hour 365-day emergency cover on commercial, municipal, residential, etc. property portfolio.
3. This job description is not intended to be an exhaustive list of activities but rather an outline of the main areas of responsibility.
4. Carry out such other duties as may be required by your Line Manager/Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

**Person Specification**

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| --- | --- | --- |
| **Key Job Requirements** | **Desirable/****Essential** | **Testing Mechanism** |
| 1. **Skills**

Good understanding of Microsoft Office.Decision and problem solving skills.Commitment to quality customer serviceAbility to work under pressure and achieve results.Experience of creating spreadsheets and knowledge of KPI software packages. | EssentialDesirableDesirableDesirableDesirable  | ApplicationApplication / InterviewApplicationApplicationApplication  |
| 1. **Experience**

Relevant experience of building industry trades, contract procurement, contract administration and project management activities in similar environmentExperience of working with contractors, consultants and external agencies Experience of monitoring contract and service budgets, cost analysis and cost reportingExperience of managing contractors’ quality and performance including performance management in the context of service contracts, able to establish and be able to monitor effective KPls and take action to correct under- performance.Working in political environmentAbility to carry out building surveying.Ability to write report | Essential Essential Essential Essential Desirable DesirableDesirable  | Application / InterviewApplication / InterviewApplication / InterviewApplication / InterviewApplicationApplicationApplication |
| 1. **Knowledge**

Working knowledge of H & S and statutory regulations | Essential  | Application / Interview |
| 1. **Qualifications**

Trade person, i.e. plumbing backgroundHND/HNC in Building Studies or Advanced Craft Certificate in PlumbingJunior Building Surveyor studying to become qualified Surveyor.Car owner driver | EssentialEssentialDesirableEssential  | Application / InterviewApplicationApplicationApplication  |
| 1. **Personal Qualities**

Good communication skillsAbility to work on own initiative and as part of a team.Calm in an emergencyPoliteSelf motivated. Reliable and punctual | EssentialEssentialDesirableDesirableDesirableEssential | InterviewInterviewInterviewInterviewApplicationInterview |
| 1. **Special Requirements**

Willingness to be on Standby Duty Rota approx. 1 week in 4. | Essential | Application / Interview |