

Job Description

Post title	Maintenance Officer	Grade	F
Department	Assets	Post ref	ABS6225

Overall job purpose

To assist in the delivery of a programmed and reactive maintenance service to all the Council's physical assets.

Reporting relationships

Reports to: Strategic Asset Manager

Responsible for: N.A

Key tasks and responsibilities – post specific

To assist in the management and supervision of all repair and maintenance works to the Council's assets.

To assist in the preparation of planned maintenance programmes for the Council's assets, including stock condition surveys and cost estimates.

To assist in the preparation and annual review of the Council's strategic Asset Management Plan.

Responsible of the day to day implementation and administration of all the repairs and maintenance to the Council's public buildings and other assets.

To undertake detailed and costed stock condition surveys to those assets, for use in the preparation of the planned maintenance programmes.

To assist in the preparation of contract documentation for planned maintenance and servicing contracts and to monitor the performance of contractors undertaking such contracts.

To control and supervise contractors working on maintenance projects and to authorise payment for satisfactory, completed works. To deal with all aspects of contract management including negotiation and settlement of contractual claims and disputes.

To prepare contract documents, obtain quotations and tenders as required, assess and accept quotations and tenders, issue works orders and authorise invoices for certification and payment.

To prepare written reports, surveys, budget statements and other documentation in relation to maintenance works.

To liaise with outside agencies in respect of maintenance works, such as Consultants, the Police and Fire Service, Insurers etc.

To provide verbal and written technical advice in respect of maintenance works.

To ensure that all contractors carrying out repair and maintenance works conform to all current health and safety and other relevant legislation.

Where necessary, be responsible for supervising the work of the junior staff within the Assets Team.

In conjunction with the other Maintenance Officers and the Facilities Officer, to deputise for the Strategic Asset Manager in periods of absence.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: