

## ***Job Description***

<b>Post title</b>	Technical Officer	<b>Grade</b>	4
<b>Department</b>	Communities – Housing Repairs and Assets	<b>Post ref</b>	

### **Overall job purpose**

To provide technical and administrative support to the Compliance and Capital Manager, and other departments within Housing Repairs and Assets. Also, provide advice and assistance to Mansfield District Council tenants and leaseholders in connection with all aspects of compliance and Capital works programmes to the housing stock.

Based within the Housing Repairs and Assets service, the post holder will play a key technical role in the delivery of major works programmes to council owned properties to ensure ongoing improvements are made to the housing stock, compliance is maintained and managed. To act as a lead officer in Stock Condition Survey data gathering and the production of Energy Performance Certificates (EPCs) to inform the Council's asset management strategy and carbon reduction targets. This will involve property inspections, drafting schedules of work, overseeing works on site, processing grant applications and liaison with service users, contractors and other relevant bodies.

### **Reporting relationships**

**Reports to:** Assets and Capital Manager

**Responsible for:** N/a

### **Key tasks and responsibilities – post specific**

To carry out inspections to the Council's housing property portfolio in relation to compliance, planned maintenance and capital improvement works programmes.

Prepare detailed schedules of works as appropriate for the purposes of the undertaking of compliance, planned maintenance and capital improvement work across the Housing property portfolio.

Assist with the preparation of all necessary documents for the procurement and management of projects using various forms of contract and procurement routes.

To cost detailed schedules of works to ensure "Value for money", including comparative costing of quotations/schedules for all contractor works.

To monitor and manage works in progress ensuring contractors and clients adhere to specified schedules of work and resolve any complaints accordingly.

To undertake contract supervision, prepare reports, attend meetings and feed into service planning as required.

To inspect completed works, agree unforeseen/extra works, preparing a defect list if necessary, check all documents, final accounts and issue authorisation of interim/final payments.

To exercise judgement on the appropriate course of action in the event of defects manifested following commencement of works.
Negotiate and resolve disputes with contractors
To ensure a high level of customer satisfaction by putting customers at the centre of service provision and developing communications and customer engagement.
Carry out monthly financial valuations ensuring compliance with contract conditions and financial regulations and to agree to the authorising of payments for certification.
To ensure that the Authority's Health and Safety Policy, its arrangements and procedures are adhered to.
To liaise with other Council departments as required including Homefinder, Building Control and Planning, public utilities, statutory and voluntary organisations.
To carry out comprehensive stock condition surveys, identifying life cycles of building components (e.g., kitchens, bathrooms, roofs) and recording data into the Council's asset management system.
To undertake energy assessments of domestic properties and produce energy performance certificates (EPCs) in accordance with current legislation (training provided).
To utilize handheld mobile technology to capture real-time data on property archetypes, energy efficiency measures, and Decent Homes Standard compliance
To identify and report on energy-inefficient properties, recommending 'fabric first' improvements to support the Council's net-zero pathways

<b>Key tasks and responsibilities – corporate</b>
To operate according to the Council's core values, mission statement and codes of behaviour.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's Data Protection, Freedom of Information Act and ICT Codes of Practice.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

<b>Employee signature</b>			
<i>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.</i>			
<b>Employee signature:</b>		<b>Date:</b>	

