

# make it happen

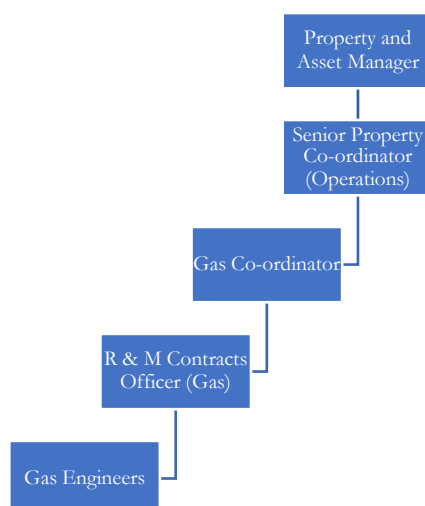
## council of the future

### Job Profile

#### Section A *Job definition*

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Job Title</b>     | <b>Repairs &amp; Maintenance Contracts Officer (Gas)</b> |
| <b>Service</b>       | <b>Place Services</b>                                    |
| <b>Section</b>       | <b>Property Services</b>                                 |
| <b>Location</b>      | <b>Inchyra Depot, Grangemouth</b>                        |
| <b>Current Grade</b> | <b>H</b>                                                 |

#### Section B *Organisational Relationship*



#### Section C *Job Purpose*

On behalf of Place Services, to advise, supervise, manage, and report on all aspects of the gas servicing programme, gas installations and / or capital contracts and additional works in respect of the gas servicing contract. To assist in the preparation and supervision of the maintenance contract, provide technical support and monitoring the performance of all relevant Contracts. To assist in ensuring that the Council fulfils its statutory, contractual, and legal responsibilities both as landlord and employer in relation to all aspects of gas safety. To organise and co-ordinate the day to day running of the resources of the gas section and update and inform other Gas Contracts Officer/Gas Coordinator of the forgoing.

#### Section D *Key Responsibilities*

The R&M Contracts Officer (Gas) will assist in the creation, review and maintenance of a 'Falkirk Council List of Approved Service Providers'.

The R&M Contracts Officer (Gas) will be responsible for the supervision of the day to day operations of the gas maintenance and servicing contracts, including the ad-hoc repairs, renewals and replacements undertaken daily.

The R&M Contracts Officer (Gas) will monitor the quality of the maintenance service provided by our in-house team and advise the Gas Co-ordinator of any remedial actions required.

The R&M Contracts Officer (Gas) will monitor the quality of the gas maintenance and servicing contracts together with all other gas works provided by gas Service Providers, to ensure compliance with contract conditions.

The R&M Contracts Officer (Gas) will liaise with Development Services in the preparation of all Capital gas related contracts to ensure compatibility in the specifications used. They will also advise on areas of concern identified on Capital Contracts when identified in the maintenance contracts for appropriate action.

The R&M Contracts Officer (Gas) will be responsible for checking and recording all gas certificates for full and correct completion and verification of content. They will return incorrect certificates to the gas contractor for rectification.

The R&M Contracts Officer (Gas) will be responsible for monitoring, allocating and deploying resources to assist Gas Contract officers and Gas Coordinator ensuring that service provision complies with statutory obligations and service delivery targets.

The R&M Contracts Officer (Gas) will advise the Gas Co-ordinator on a regular basis of any specific training needs for our staff, and where necessary the Service Providers.

The R&M Contracts Officer (Gas) will require to make contact with Service Provider staff to discuss problems on site, issue instructions and point out any areas of unsatisfactory workmanship. They will also require making contact with tenants, outside consultants and public utilities.

The R&M Contracts Officer (Gas) will obtain quotes from the approved Service Providers for ad-hoc renewal / replacement works and place the necessary orders.

The R&M Contracts Officer (Gas) will monitor and report on relevant maintenance budgets.

The R&M Contracts Officer (Gas) will recommend specification/contract changes, providing technical advice as required.

The R&M Contracts Officer (Gas) will liaise with other services up to Director level, Clerks of Works, Service Providers professional consultants, statutory bodies, local members, members of the public and other external agencies.

The R&M Contracts Officer (Gas) will be responsible for ensuring and recording the Service Providers and their own ongoing compliance with the Councils' Quality Control Procedures.

The R&M Contracts Officer (Gas) will be responsible for keeping themselves and other members of our staff up to date with significant changes, both technical and legislator on an ongoing basis.

The R&M Contracts Officer (Gas) will be responsible for providing the background detail for the monthly Service Provider and Team meetings enabling the group to discuss ongoing gas issues and initiate corrective actions if required.

The R&M Contracts Officer (Gas) will ensure that regular contact is made with Service Providers, Place Services, to effectively manage and resolve contractual problems, thereby safeguarding the interests of Falkirk Council.

The R&M Contracts Officer (Gas) will be required to take reasonable care for their own health and safety. To ensure that the Service's responsibilities in relation to Health and Safety are achieved by implementing, promoting, and monitoring safe working practices and ensuring compliance with safety regulations and the Corporate Health and safety policy.

The R&M Contracts Officer (Gas) will be required to ensure there is compliance with agreed Council procedures on gas safety.

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## **Section E      *Accountability***

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All gas safety and compliance aspects of current maintenance contracts and ad-hoc renewal - replacement of fires and boilers / new heating systems and identified capital contracts.

All quality control of gas related aspects of current maintenance contracts and ad-hoc renewal - replacement of fires and boilers / new heating systems and identified capital contracts.

Creation and maintenance of all records in respect of gas aspects of current maintenance contracts and identified capital contracts.

Ensuring full compliance with all established timescales in relation to the scrutiny and verification of certificates forwarded by maintenance Service Providers or those resulting from capital programmes.

Impact:

Duties impact upon:

- Other officers of the Council
- Service Providers
- The public and other stakeholders

Discretionary Authority:

Actions on behalf of the Council, in relation to gas safety within the parameters of established procedures and guidelines.

Advisory Responsibility:

The job holder is responsible for providing advice on all aspects of gas safety, good practice, and procedures.

Consequences of error:

Death of, or injury to, council tenants, Council / Service Providers employees and the general public  
Claims against the Council

Council failing to achieve best value.

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**Section F      *Knowledge, Skills and Experience***

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The Post Holder must hold valid and in date ACS qualifications (Gas) including CCN1, CPA1, CENWAT, CKR1, HTR1, MET1, HWSS.

The post holder must have full and detailed knowledge and understanding of all gas related safety issues, current and proposed legislation and technical standards, Health & Safety / Construction Design Management Regulations.

The postholder must have a qualification/ registration in a related field, with an ability to work in a multi-discipline environment.

The post holder must have proven experience in dealing with the public.

The post holder requires knowledge in:

- Computer applications, in particular Word & Excel
- The ability to monitor and work within specified budgets.
- The ability to prepare written responses and complex reports.
- Contract Law
- The ability to settle minor problems.

The post holder requires to have a full driving licence.

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**Section G      *Demands***

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The ability to organize, programme and handle several tasks simultaneously is essential.

The ability to fully record information in a tidy and logical manor is paramount. Working to tight timescales is commonplace with frequent changes in working methods and procedures. Changes in the technical standard and legislation will require the post holder to keep up to date by reading publications, attending seminars etc. Confidentiality is important and deadlines are always tight with time at a premium.

The post holder must be able to deal with emergency situations and instruct the implementation of work within safe working practices.

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**Section H      *Communications and Contacts***

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The postholder requires excellent oral and written communication skills which will be used frequently to effectively communicate with their own department, other departments and outside agencies.

The post holder will require to communicate at all levels effectively and must possess excellent interpersonal skills.

The post holder must be able to interpret technical data and communicate this information effectively to people with a non technical background.

Regular contact with the public during operations, occasionally when investigating complaints. Regular contact with Service Providers.

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**Section I      *Environment***

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The postholder will generally be based in an office environment but will be required during the job to frequently undertake site visits, suitable protective clothing will be issued.

The post holder may be required to attend emergencies or meetings out with normal office hours.

The requirement to work under pressure to meet performance standards and deadlines and the ability to work on their own initiative is essential.

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**Section J      *Health & Safety***

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To take reasonable care for their own health and safety and that of others whilst at work. To co-operate with Managers and Council to comply with safety regulations and the Corporate Health and Safety Policy.