

FALKIRK COUNCIL



Job Profile

Job Title:	Gas Coordinator
Reporting to:	Maintenance Coordinator
Responsible for Line Management of:	Gas Contracts Officers, Gas Engineers
Your Job is to:	To supervise, organise manage and co-ordinate day to day operations in relation to the Council's Contract, ensuring works are carried out in compliance with set targets and specifications.
Grade:	I
What you will do :	
Job Specific Tasks	
1. Monitor, allocate and deploy resources associated with Gas Maintenance Contract and servicing ensuring that service provision complies with Statutory and Legislative obligations with Governing bodies and service delivery targets, making recommendations, as appropriate, in relation to the requirement for additional resources 2. Co-ordinate and monitor sub-contractor operations, checking all ad hoc Gas quotes and, Gas Servicing certification submitted by sub-contractors and authorising payments and undertaking quality control checks to determine progress and ensure quality of work is acceptable. 3. Assist in the review of resources and working practices within the Maintenance Section recommending changes to improve service delivery and assisting the day to day implementation of such changes, as appropriate, ensuring compliance with statutory or service requirements and that resources are effectively deployed. Assist with internal and external audits. 4. Liaise with Stores personnel to ensure the day to day provision and timeous delivery of appropriate materials necessary to maintain effective service delivery. 5. Liaise with Fleet Management to organise effective transport 6. Complete SOR's and prepare day work claims, liaising with Estimating and Measurement Officers to ensure all work completed is fully charged. Prepare and assist in preparation of statistical and adhoc reports. 7. Ensure that the Department's responsibilities in relation to current Health and Safety legislation are achieved by implementing and promoting safe working practices at all times and ensuring compliance with all obligations under the Health and Safety at Work Act, associated Regulations and current Codes of Practices	

8. Investigate and report on complaints and enquiries from, for example, Elected Members, Senior management or members of the public to enable relevant Maintenance Co-ordinators to investigate appropriate action as necessary
9. Assist in the resolution of emergency situations arising in relation to the provision of the Maintenance Services.
10. Supervision of Gas Engineers including the recruitment and selection of allocated staff, monitoring performance and attendance and the identification of training needs. Ensure Apprentice Gas Engineers comply with all College work and regular checks are carried out.

Job Demands

1. You will be depot based with travel between locations.
2. You will be required to plan and organise your own workload and that of others.
3. You will be required to contribute to development of plans and strategies.
4. You will be required to deal with conflicting priorities and deadlines.
5. You will be responsible for contributing to the development of policies and strategies.
6. You will be responsible for accounting for financial resources.
7. You will be responsible for a team.
8. You will be expected to communicate well with colleagues and others.
9. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
10. You will be required to hold a driving licence.
11. You will apply and ensure adherence to statutory regulations.
12. You will contribute to / lead / or manage the design and development of your area of responsibility.
13. You will be responsible for the development and management of information.
14. You will be responsible for expensive equipment.
15. You may be required to work at heights.
16. You must be mobile throughout the Council.
17. You will be required to use your own initiative.
18. You will be required to exercise sound professional judgement.
19. You will be required to maintain up to date knowledge of relevant legislation.
20. You will be required to participate in an out of hours emergency service on a rotational basis.
21. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • City & Guilds in Gas Safe Registration or equivalent • National Certificate in Building related discipline or equivalent	• HNC in Building related discipline or equivalent	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Organisational skills • Analytical skills • Report writing skills • Problem solving skills • People management skills • Attention to detail • Significant experience is required. • Experience working as part of a team. • Ability to organise competing demands. • Experience in current Health and Safety regulations and procedures. • Experience following national guidelines. • Experience using MS office packages. • Gas installations and servicing	• Coaching skills • Mentoring skills • Experience in managing a budget. • Previous supervisory experience. • Experience managing a team. • Experience managing multi-disciplinary teams. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview