

The Highland Council

Job Description

Service: Property & Facilities Management **Section:** Property

Job Title: Maintenance Officer

Grade and HC 07 £36,636.00 – £40,968.00

Salary: Salary placing will normally be at the first point of the scale.

Location: Kyle or Broadford, covering south Skye area

Responsible to: Senior Maintenance Officer

Job Purpose:

- To provide a high quality, effective and customer focussed Inspection, Repair and Maintenance service in respect of Public Buildings within a defined operational area.
- To assist with ensuring that maintenance works, and services carried out by, or on behalf of The Highland Council are delivered safely and effectively managed across the Council's built estate.

Key Duties and Responsibilities:

- To supervise works, performing a Clerks of Works function as required for Capital, Planned and Cyclical programmes.
- To assist in the development of the Asset Register and the preparation of Planned and Cyclical maintenance schedules.
- To specify, tender and project manage small programmes of work up to an agreed value within a regulatory framework.
- To provide support and professional guidance to Responsible Premises Officers to ensure proposals for works comply with relevant current Health & Safety requirements.
- To evaluate, monitor and instruct Day to Day repairs within a designated budget.
- To work as part of a team to assist the Property Manager to meet Performance targets and Service Objectives.
- To appraise and prioritise property maintenance works within delegated budgets and taking account of asset management objectives for each property.
- To respond to repair requests, taking responsibility for all aspects of analysis, specification, procurement and repair, including consultation with the customer where required.
- To liaise with client representatives to ensure a customer focused service and to secure client funding for any improvement works to be undertaken.
- To complete risk assessments and issue works orders, within authorised budget levels, to the building maintenance team and external contractors.
- To ensure all works are completed on time, within budget and to agreed quality standards.
- To carry out final inspections as required and authorise payment of invoices.

- To manage a delegated repairs budget ensuring best value and effective results within budget limits.
- To undertake Property Surveys in order to record the physical condition and statutory compliance of Council Buildings.
- To liaise with tenants, building maintenance and other Council Services, and including external contractors as required.
- To provide technical advice relating to Public Buildings within the assigned operational area.
- To maintain and up-date all respective records, including Housing & Property files, Registers and databases as required.
- To ensure the implementation of and compliance with Health & Safety Policies, Financial Regulations, Standing orders and Code of Conduct of the Highland Council.

Other Duties:

- The postholder may be required to perform duties appropriate to the post other than those given in the job specification. The particular duties and responsibilities attached to the post may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations would not themselves justify a reconsideration of the grading. As a result of such variations it may be necessary to update this job specification from time to time.

Special Features

- The post holder will be expected to maintain an awareness of Highland Council policies and be conversant with the latest statutory legislation relating to the built environment, corporate governance, health & safety and best value.
- A commitment to continued professional development and an awareness of general construction industry changes is essential.
- The post-holder will be required to undertake training as deemed necessary to ensure compliance with legislative requirements relating to the post.
- The post-holder may be required to provide an (out of hours) emergency standby service on a rota basis.
- Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:
 - Be familiar with Violent Incident and Accident reporting procedures and comply with them.
 - Undertake a continual program of Risk Assessment in relation to their role within Highland Council
 - Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

Date:

The Highland Council

Person Specification

Service: Development & Infrastructure - Property

Job Title: Maintenance Officer

Location: Various

Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. Recognised trade apprenticeship with min 5 years as tradesman and min 3 years in supervisory role OR
2. Relevant experience in Property Maintenance management in an organisation with a significant property portfolio OR
3. Relevant experience in a Clerk of Works / Building Services Inspection role in an organisation with a significant property portfolio.
4. Sound knowledge of Health & Safety, CDM and other relevant construction legislation.
5. Experience in report writing.
6. General computer competence in: e-mail, spreadsheets, databases and word processing.
7. ONC/HNC/ SVQ 3 in appropriate discipline or equivalent relevant experience.
8. Working toward a recognised relevant Professional Institute.
9. Standard Disclosure Scotland clearance.
10. Commitment to Continued Professional Development and Customer Care
11. Ability to Communicate well, evidence of clear verbal and written skills.
12. Ability to develop effective and successful working relationships with Responsible Premises Offices, Building Maintenance Staff and external contractors.
13. Budget Monitoring Skills.
14. Ability to prioritise tasks and workload.
15. Ability to identify problems and resolve these and any disputes effectively.
16. Clean Driving licence.
17. Ability to work unsupervised, on own initiative.
18. Team player with confident inter-personal skills.
19. Ability to relate to all levels of customers, staff and elected members.

Ideal Attributes

Ideally you will be able to provide evidence of the following.

1. HND in Construction Management/Building Services Engineering or equivalent
2. Membership of a recognised and relevant Professional Institute.