

JOB DESCRIPTION

Department: Regeneration, Economy & Assets **Location:** Magdalen House / Agile

Division: Property & Building Services **Post No:**

Section: Building Services

Team: Construction & Compliance

Post: Mechanical Compliance Officer

Grade: I

Responsible to: Senior Construction Services and Compliance Officer

Responsible for: There are no direct reports.

Job Purpose:

Supporting the Senior Construction Services and Compliance Officer the Post Holder shall ensure that all statutory mechanical compliance works are completed in accordance with the required standards and, therefore, that the Council's legislative requirements are met.

Main Duties and Responsibilities

1. Support in the establishment, maintenance and development of systems and procedures necessary to ensure that all statutory mechanical tests and inspections, and any associated remedial works, are undertaken in a proper and timely manner.
2. Respond to reactive mechanical maintenance requirements and assess the most appropriate course of action, specific to individual circumstances. Inspect and identify work requirements, prepare estimates, and provide advice to client, prepare specification and drawings as necessary, seek tender / quotations and manage delivery of the necessary works.
3. Assist in the development of annual planned maintenance, servicing, repair and testing and inspection works (including associated remedial works) for all mechanical systems to ensure that inspection / survey programs are effectively delivered, and objectives and output delivery targets are achieved.

4. Ensure that all statutory mechanical compliance inspection requirements are identified and carried out in accordance with the necessary timing requirements.
5. Ensure that all relevant certification is provided in a timely and acceptable manner, review to ensure that all documentation complies with relevant legislation and is in accordance with good industry practice.
6. Facilitate effective communication between all parties, including the statutory compliance team, works contractors, clients (both budget holders and site representatives) and management plan duty holders. Promote the development of good working practices and relationships between all parties.
7. Liaise with statutory bodies and other Council departments, provide support to end users during the course of inspections and subsequent works.
8. Support the Statutory Compliance team in the delivery of the various statutory compliance programs.
9. Assist in the prioritisation of works in accordance with defined criteria.
10. Prepare for and represent the Department at meetings, consultation events, steering groups, public meetings, etc.
11. Provide technical support and advice to Members, officers of the Authority and partners, as appropriate.
12. Carry out other duties of a similar nature commensurate with the grading of the post.

Special Conditions

A casual car user's allowance is available. The post holder must hold a current driving license and Suitable business use Insurance when using own vehicles on Council Business.

General

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where

necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

Note: Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by: P Bowe

Designation: Strategic Operations Manager

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