

JOB DESCRIPTION

Department: Regeneration, Economy & Assets

Location: Magdalen House

Division: Property and Building Services

Post No:

Section: Building Maintenance Team

Post: Building Maintenance Officer

Grade: H

Responsible to: Principal Building Maintenance Officer.

Responsible for: There are no direct reports

Job Purpose

The Building Maintenance team identify, prioritise and manage the delivery of reactive and planned maintenance works; the team also carry out property condition surveys and oversee the management of Legionella / asbestos hazards and statutory compliance works on behalf of the Council.

Main Duties and Responsibilities

1. As directed undertake planned maintenance along with revenue and capital work projects. Identify and understand scheme requirements and develop a design brief. Carry out surveys and, interpreting the requirements of the client, develop effective, imaginative and innovative solutions to meet the scheme's requirements in a cost-effective manner.
2. Within overall procedural framework develop and maintain systems and procedures to manage risk and financial resources effectively. Manage project delivery and ensure that the individual scheme objectives are met.
3. Ensure that design work is carried out in compliance with Construction Design and Management (CDM) legislation.
4. Respond to reactive maintenance requirements and assess most appropriate course of action. 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.
5. Carry out inspections and identify remedial work requirements following acts

of vandalism, fire or storm damage or other insurance related claims.

6. Carry out condition surveys and prepare reports and estimates in assessment of planned maintenance requirements and works prioritisation.
7. Carry out dilapidation surveys and prepare reports and estimates at the commencement or termination of leasing arrangements.
8. Carry out surveys and, in conjunction with the Fire Officer, prepare report and estimates in connection with fire risk assessments.
9. Provide technical support and advice to elected Members, senior officers and partners, as appropriate.

Special Conditions

A casual car user's allowance is available. The post holder must hold a current driving licence.

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.

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: Property & Building Services, May 2025