

# BOROUGH OF HYNDBURN

## Job Description

<b>Job Title:</b>	SENIOR TECHNICAL OFFICER
<b>Post No.:</b>	PS007
<b>Service:</b>	REGENERATION & HOUSING
<b>Agreement:</b>	NJC FOR LOCAL GOVERNMENT SERVICES
<b>Range:</b>	SCP 27 TO 30, £31,346 to £33,782
<b>Other:</b>	ESSENTIAL CAR USER ALLOWANCE FIXED TERM CONTRACT 2 YEARS
<b>Date:</b>	JULY 2021

### Organisational Relationships

- a) Reports to: Regeneration Manager
- b) Supervises: Contractors and sub-contractors as appropriate who may be employed on works under their day to day control.
- c) Co-ordinates with: All other members of the Regeneration & Housing Team, Planning, Building Control, Cleansing & Parks, Building Managers and other employees within the Authority, Leisure in Hyndburn Trust, Councillors, community groups, suppliers, contractors, consultants, representatives of external organisations and customers, health workers and vulnerable customers.
- d) As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

### Primary Objectives:

- To provide technical advice and a complete project management service for a variety of planned and responsive building and construction schemes and regeneration projects delivered by the Council that are housing and non-housing. At all times ensure when delivering schemes that are planned or responsive, housing and non-housing, that the Council meets its statutory obligations.
- To provide current Health & Safety advice ensuring the Council is complying with its statutory legal obligations with reference to projects, repairs, maintenance disabled facilities etc. including ensuring compliance with mechanical electrical and water installations.
- To work with limited supervision and as part of a team to assist delivery of regeneration projects as they occur.
- To be responsible for making decisions in emergency and responsive situations to implement necessary procedures to prevent disruption to Council services with consideration to the Health and Safety of staff and customers.
- To ensure effective and efficient daily responsive repairs and alterations to Council owned land and buildings, servicing of installations; to include all mechanical, electrical and water installations.

## **Main Duties and Responsibilities:**

1. Provide technical advice and complete project management service for a variety of building and construction schemes led by the Council that is both housing and non-housing projects, including planned/cyclical works, facilities management, building maintenance, disabled facilities grants, refurbishment schemes, special projects, new build etc. including mechanical, electrical and water installations where applicable.
2. At all times ensure the Council meets its statutory obligations in relation to all projects and schemes that are planned or responsive, housing and non-housing including mechanical, electrical and water installations.
3. Ensure the Council operates its public buildings as energy efficiently as possible and has the necessary certification displayed to comply with current regulations. To continuously assess the condition of the Council's non-housing assets and assist in the implementation of a planned maintenance programme.
4. To work with building managers and assist the Council to comply with current regulations in particular but not exclusively in the completion of Fire Risk Assessments to Council buildings and produce a schedule of repairs to ensure the building's fabric and service installations comply with the Fire Safety Reform and Regulations.
5. For building and construction projects, to undertake surveys, specifications and design, preparation, estimates, procure and supervise works in line with Council policy, regularly inspect works, carry out all Health and Safety matters and to undertake the preparation of contract documents for tender or quotation purposes.
6. Procure works in accordance with the Council's Procurement Procedure; enter into appropriate contracts, supervise on site to ensure works are completed on time, to budget and in accordance with agreed schedule of works and current regulations; agree all financial implications including negotiating all site instructions, variations and final accounts.
7. Procure by agreement with the line manager any specialist services and supplies that are identified as being required to fulfil the duties of the post and legal obligations of the Council.
8. To ensure that all mechanical, electrical and water installations to Council buildings are maintained in accordance with all current legislation, regulations and byelaws and that any repairs, maintenance or replacement of any part or whole system complies with the same and appropriate certification is managed.
9. Liaise with Building Inspectors to ensure current regulations are met on all Council led schemes, projects maintenance programmes.
10. To assist in the co-ordination of contract activities within the section, including providing programme and financial updates or projects, update on individual and team targets to the line manager.
11. Participate and attend as the Council's representative all meetings, site visits, interviews as requested by the line manager and Head of Service.
12. At all times operate in accordance with Council priorities and policies; comply and ensure the Council is able to comply with current legislation connected with the service provided.
13. To undertake further training/development as appropriate to meet the needs of the Council and customers.
14. To ensure delivery of the Council's priorities and compliance policies relating to Health and Safety, Equal Opportunities, Customer Care and Investors in People.
15. Undertake duties as required by line manager or the Head of Service.
16. Assess own performance against service/business/work plans and targets.
17. To deal with colleagues openly and fairly at all times and support mutual respect within teams.

**NB** *In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's staff appraisal scheme. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010.** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

## PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>SENIOR TECHNICAL OFFICER</b>	<b>POST NO.</b>	
------------------	---------------------------------	-----------------	--

PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) TEST (T)
<b>QUALIFICATIONS</b>			
1. Degree/HND equivalent qualification in building maintenance, building or surveying or minimum 10 years' experience	✓		A
2. Membership of a professional/technical organisation related to building maintenance, building or surveying	✓		A
<b>EXPERIENCE</b>			
1. Experience of construction project management including managing budgets and contractual and financial controls on projects	✓		A/I
2. Experience of the building industry and work; in particular carryout out surveys, undertaking schemes of repair, maintenance and refurbishment of building fabric and services installations	✓		A/I
3. Experience of working with and drawing up plans and specifications	✓		A/I
4. Experience of procurement and compliance with CDM.	✓		A/I
5. Experience of dealing with the public and Council members	✓		A/I
<b>KNOWLEDGE/SKILLS/ABILITIES</b>			
1. Ability to survey, draw up plans and or specifications for a range of building work to housing and non-housing	✓		A/I
2. Comprehensive knowledge of refurbishment techniques and methods.	✓		A/I
3. Ability to identify, diagnose and resolve building fabric and services installations defects.		✓	A/I
4. A comprehensive knowledge of Health and Safety and current CDM Regulations.	✓		A/I
5. A knowledge of The Building Regulations, The Disability Discrimination Act, the Fire Safety Reform and Regulations, the control of Asbestos Regulations, Water Treatment and Legionella.	✓		A/I
6. Ability to control programme and budgets on projects and schemes.	✓		A/I
7. Proficiency in the use of AutoCAD		✓	A/I
8. Ability to work as part of a team, to be flexible and a proactive member of that team.	✓		A/I
9. Ability to communicate effectively in writing and verbally; keeping accurate written records using a variety of software packages.	✓		A/I/T
10. Ability to plan and manage workloads to meet tight timescales	✓		A/I
11. Ability to audit and develop procedures of work	✓		A/I
12. Ability to develop skills and experience	✓		A/I
<b>ADDITIONAL REQUIREMENTS</b>			
1. A full driving licence	✓		A/I

2.	Commitment to consult and involve colleagues and clients in design and delivery of schemes for maintenance and refurbishment.	✓		A/I
3.	Willingness to undertake relevant training as required.	✓		I
4	Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence).	✓		References
5.	Commitment to providing an excellent standard of customer service.	✓		A/I
<b>OTHER</b>				
1.	Commitment to the principles of local democracy.	✓		A/I
2.	Staff may be required to work at various offices, and should be flexible as regards location.	✓		I
3,	Some attendance at evening meetings will be required, for which time off in lieu is permitted.	✓		I