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## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Provisional Job Title: Senior Heating Engineer</b>	<b>Grade: PO5</b>
<b>Section: Heating Team, Support Services</b>	<b>Directorate: Housing and Regeneration</b>
<b>Responsible to following manager: Heating Manager</b>	<b>Responsible for following staff: 2 x Heating Engineers (P03)</b>
<b>Post Number: H3133</b>	<b>Date 9 January 2020</b>

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

1. Responsible to the Heating Manager (PO6) for the management, supervision and co- ordination of all heating services or similar work undertaken by the heating team in compliance with all relevant codes of practice and regulations.
  
2. Deputise for the Heating Manager as required and in his absence have supervisory responsibility for the following team comprising:-
  - 2 x Heating Engineers (P03)
  - 1 x Senior Communal Heating Engineer (P03)



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2 x Heating Inspectors (PO2)

Shares deputising responsibilities for the authorising of orders, invoices and general HR and administrative tasks in the absence of the Heating Manager.

3. Responsible to the Heating Manager for the management of the borough wide heating maintenance contracts including gas safety and the borough wide intrusive testing contract

### **Specific Duties and Responsibilities**

4. To manage the gas maintenance contracts for individual appliances borough wide and outside the borough including gas safety checks.
5. Negotiates with outside authorities regarding statutory approvals. Attends meetings with gas and water utility companies, making decisions that affect the outcome of any proposed works on council owned properties.
6. Carries out surveys and prepares recommendations and reports for the department.
7. Provides outline information to enable structural provision for the work to be made.
8. In relation to works under £100K in value, designs work in sufficient detail and prepares drawings and specifications to enable competitive tenders to be obtained.
9. Issues instructions required for the production of working drawings, approves the engineering content of the drawings, and ensures that other appropriate professions are involved in the approval process to control satisfactory integration of the services into the building envelope or structure or landscape as appropriate.
10. Manages detailed inspection of works, and visits works sufficiently frequently in person to ensure that proper control is exercised, and that payment to contractors is related to the value of work and material on the sites.
11. During the provision of the works, and upon completion, ensures that the officers who will assume overall responsibility for future maintenance are acquainted with the nature and extent of the new installations.
12. Responsible for general correspondence and communication with residents, members, senior managers, other departments, statutory organizations, contractors, sub- contractors and suppliers.
13. Chairs gas contract meetings and makes site visits as required. Ensures that adequate site inspections are carried out by the Job Officers.
14. Advises the Borough Solicitor on technical matters of liability for mechanical/electrical failures and acts as the council's expert witness as required.
15. Responsible for agreeing extensions of time, issuing certificates of culpable delay and negotiating with contractors over claims. Ensures that all council audit procedures have been completed prior to the issue of payments.
16. Responsible for compliance with all approved hand-over procedures with the client's representative, in the case of housing estates, providing the manager with drawings, a maintenance manual and feedback on technical matters.



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17. Responsible for management, supervision and training and advancement of staff. Responsible for time-keeping, authorising leave, training and mileage as well as all general conduct, absence and discipline matters. Responsible for setting PRP targets for staff and carrying out mid term assessments and end of year appraisals
18. Undertakes management of specific interdisciplinary projects including the co-ordination of the work of architects, surveyors and structural engineers whether these professional services are provided in house or by appointed consultants.
19. Responsible for undertaking an audit of schemes during and at completion of contracts to ensure compliance with council codes or practices. Ensures that Health and Safety file has been completed correctly throughout each contract and that all relevant information is supplied by contractor.
20. Responsible for the day to day budgetary cost control of the gas maintenance/breakdown repair contracts and the major capital contracts of installation or refurbishment.
21. Ensures compliance with Health and Safety requirements with specific regard to appliance servicing and the updating of technical data base records. Ensure all safety testing equipment is calibrated annually to ensure that information is correct for reports for others or should it be required at court.
22. Responsible for ensuring the council meets its government requirements for carbon reduction by ensuring that energy saving equipment is fitted on domestic contracts.
23. Ensure contractors use IT on line to facilitate paying invoices, storing annual inspection certificates to ensure paper storage is minimized. Monitor contractors inputting of service dates and variations updating as necessary on the housing management system.
24. Review and introduce new S.O.R.'s and procure extra staff training as statutory legislation changes to reflect this.
25. Advise adjustments required on Council policy and procedures to ensure compliancy with regards to annual gas servicing.
26. Ensure staff identified are responsible for areas that they are specifically trained in and have expertise and knowledge. Make sure that their continued training needs in these areas are always kept up to date .
27. Ensure that the Councils asbestos database is updated when asbestos is found by staff and contractors and provide information to future contractors when attending these sites.

### **Generic Duties and Responsibilities**

28. To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
29. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



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30. To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
31. To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
32. To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
33. The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

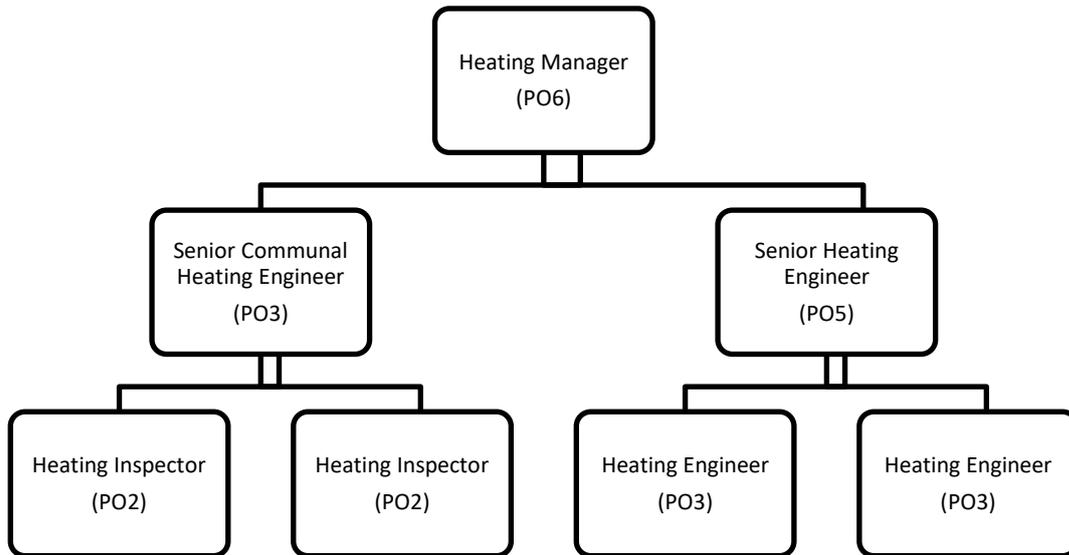
#### **Additional Information**

34. Attends evening meetings as necessary and will participate in the Council' stand-by arrangements to ensure continuity of service out of normal working hours and in emergencies.
35. Deputises on an occasional basis for the Heating Manager and Covers aspects of the managers work in their absence.
36. Must maintain contact with heating industry bodies and statutory authorities over ever changing requirements on safety and good practice relevant to public sector housing heating requirements. Ensuring that current British standard & European regulations are incorporated into major work projects and maintenance contracts.
37. Undertakes available training opportunities and shows a commitment to continuous development, maximising potential and ensuring the efficient delivery of Council services, and participating in the staff development and appraisal scheme.



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### Team structure





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## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

<b>Requirements</b>	<b>Assessed by A &amp; I/T/C</b>
<b>Knowledge</b>	
A – Application form (for shortlisting) I – Interview T – Test C – Certificate (original evidence)	
1. Knowledge & experience of installing and maintaining Individual & Communal Heating Systems, Communal Cold Water Booster Systems, Communal Extract Systems.	A / I
2. Demonstrate an understanding of the need to promote the Council’s Equal Opportunities Policy and be prepared to work to ensure the operation of this policy. Demonstrate an awareness and understanding of duties, responsibilities and principles in relation to safeguarding children and vulnerable adults within the work role.	A / I



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<b>Experience</b>	
3. Managerial experience & ability to supervise a team of heating engineers on a day to day basis.	A / I
4. Extensive experience of contract management & project control procedures.	A / I
<b>Skills</b>	
5. An aptitude for using a range of business application software, including Word, Access, Excel, document management and web based systems. An ability to effectively support staff using this business software.	A / I / T
6. Effective written and oral communication skills, in particular the ability to formalise business scheme requirements in technical terms and explain technical issues to other professionals, departmental staff and consultants, including appropriate presentation skills. As well as the ability to communicate effectively with members of the public.	A / I / T
7. The ability to work under pressure to meet tight deadlines and assist the Heating Manager to determine competing and changing priorities. Working overtime as and when required.	A / I
8. The ability to train and motivate staff to secure and maintain improvements in the quality of their work and any future schemes.	A / I
9. The ability to assist in identifying the need for change, then to introduce and manage changes designed to reduce costs or improve service delivery.	A / I
<b>Qualifications</b>	
10. Qualification in Heating/ Current A.C.S. Gas qualifications in domestic gas safety and domestic appliances (boilers, gas fires, water heaters and cookers) Testing and substantial knowledge of heating services within housing properties and estates.	A / I / C
11. Must have a full driving licence and the use of a car or a bicycle and be prepared to use it for work purposes	A / I

**A – Application form / CV I – Interview T – Test C - Certificate**