**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| --- | --- |
| **Job Title:** Building Maintenance Manager | **Grade**: P03 |
| **Section:** Eastern Area Team or Southern Area Team | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:** Deputy Area Housing Manager | **Responsible for following staff:** Building Maintenance Inspector x 3 |
| **Post Number/s:** | **Last review date:** |

**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**

To manage the Building Maintenance Team within the Area Team providing technical advice, resolving complex repair issues, monitoring contractor performance and overseeing vacant property works.

**Specific Duties and Responsibilities**

1. Responsible to the Area Housing Manager for the supervision of a team of Building Maintenance Inspectors, providing technical advice on non-routine matters.
2. Allocates work to and monitors the performance of up to three Building Maintenance Inspectors.
3. Ensures that the Council’s staffing procedures and policies, including under the Equality Act 2010 are complied with at all times.
4. Informs and advises the Area Housing Manager on matters concerning the repair needs of housing properties in the area.
5. Ensures that vacant properties are inspected, orders issued and completed efficiently. Certifies invoices for payment in line with the procedure.
6. Advises the Area Housing Manager on requests seeking approval for alterations and additions to leasehold and tenanted properties and claims for compensation.
7. Responsible for the prompt and correct submission of necessary documents in respect of all insurance claims for fire, subsidence, third party claims etc.
8. Prepares submissions for the inclusion of works above the Area Team’s delegated expenditure limit for the major works programme.
9. Prepares specifications of work requiring competitive quotes under the Council’s Code of Practice for works and manages the quotation procedure in accordance with the Code of Practice.
10. Monitors the performance of new and existing minor works contractors, ensuring that quality of work and value for money is achieved.
11. Responsible for ensuring that computer records relating to planned and programmed minor works are continually updated. In addition, ensures that general technical data, e.g. room sizes, constructions details etc, are collected, collated and input into the system.
12. Where necessary, provides technical expertise to assist in the resolution of any disputes with contractors over charges or quality of work in relation to works undertaken by the Area Team.
13. Prepares reports and responds to correspondence as directed by the Area Housing Manager.
14. Represents the Area Team at Area Housing Panels, public and Committee meetings as required and answers a range of questions concerning routine and planned repairs and the maintenance service.
15. Liaises with external agencies over repair matters, e.g. condition of sewers, location of underground pipes and mains etc.
16. Responsible for ensuring the provisions of the Health and Safety at Work Act are complied with at all times by contractors engaged on Council work.
17. To be fully aware of and understand the duties and responsibilities arising

from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

**This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post holder. Any proposal to change the job description will first be the subject of consultation with the post holder, who may seek the advice of a personnel officer or a staff representative.**

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* 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
* 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.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* 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.

**Current team structure**

[***\\wbcvmweb01\Structurecharts$\WBC.ovx***](file:///\\wbcvmweb01\Structurecharts$\WBC.ovx)

**Person Specification**

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| --- | --- |
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| **Responsible to:** Deputy Area Housing Manager | **Responsible for: Building Maintenance Inspectors x 3** |
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**Our Values and Behaviours[[1]](#footnote-1)**

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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Understanding of and commitment to the Council‘s Race and Equal Opportunities policies. | A/I/T |
|  |  |
|  |  |
| **Experience** | |
| Experience of property maintenance. | A/I/T |
| Experience of supervising contractors and dealing with poor performance and enforcement of Area Repairs Contracts. | A/I/T |
| Experience of dealing with the public face to face or over the telephone. | A/I/T |
| **Skills** | |
| Ability to manage staff. | A/I/T |
| Ability to undertake surveys, prepare detailed specifications and estimates for repair work. | A/I/T |
| Ability to prepare reports and correspondence on building and repair issues. | A/I/T |
|  |
| Ability to communicate effectively with colleagues, Council Members etc and at public meetings. | A/I/T |
| Ability to use a computer system. | A/I/T |
| Ability to work outside core hours as the need arises. | A |
| Ability to organise work to meet targets and deadlines. | A/I/T |
| **Qualifications** | |
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**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)