

# St Ives Town Council

## Senior Maintenance Officer



### Job Description

<b>Job Title:</b>	Senior Maintenance Officer
<b>Accountable To:</b>	Building and Maintenance Manager
<b>Base:</b>	Based at The Guildhall, St Ives and covering all areas of the community (including Halsetown, Lelant and Carbis Bay).
<b>Hours of work:</b>	Core hours : up to 37 hours per week
<b>Salary:</b>	Grade 6 (£23,023 - £24,432)* pay award pending

#### Purpose of the Post

To provide a high standard of general maintenance and repair for all Council owned buildings and facilities. In addition to responsive maintenance duties, the postholder will assist the Building and Maintenance Manager in delivering a planned maintenance programme.

#### Strategic Context

This is a key post, supporting the Building and Maintenance Manager and a small team of staff to deliver the Council's ambitions for outstanding services within facilities, which are safe to use, fit-for-purpose and clean. In addition, the Council is responsible for safeguarding and developing a number of heritage assets to ensure that they have a sustainable future.

The post holder will be required to have a range of trade skills and experience, together with a positive and flexible outlook. The post demands efficient and effective working practices, taking pride in the quality of work and to achieve value for money and follow best practice.

#### Main Duties & Responsibilities

##### 1. Maintenance

To deliver a wide range of responsive maintenance duties under the management of the Building and Maintenance Manager, including:

- internal and external painting and decorating;
- minor building and joinery work
- first-line maintenance of internal and external fixtures and fittings, including minor repairs, maintenance on doors and door furniture etc.;
- plumbing, including unblocking sinks, traps and waste pipes, adjusting and re-washing taps etc.;
- internal and external glazing, including boarding up broken windows, fitting panes etc.
- Co-ordinating a regular programme of reactive repairs to support the delivery of the public conveniences cleaning programme
- Ensuring that gullies, drains, gutters etc. in and around council-owned properties are kept free from debris and blockages.
- Respond to colleagues' reports of repairs required to the Council's tenanted properties, deciding on necessary action in a timely manner.

- Carry out minor repairs or interim emergency repairs without supervision.
- Undertake post-inspection of reactive maintenance work and report to the Building and Maintenance Manager, as necessary

## **2. Works Programming, Contracts and Monitoring**

- Assist the Building and Maintenance Manager, in drawing up annual reactive, cyclical and planned maintenance programmes, contributing to costings and priorities.
- Assist the Building and Maintenance Manager in developing an approved contractors list and schedule of rates.
- Monitor day to day expenditure on responsive maintenance, checking invoices against works orders for the Building and Maintenance Manager's authorisation.
- Procure supplies and equipment necessary to undertake duties, involving visiting builders' merchants, hardware stores etc. and undertaking research so as to ensure value for money.
- Assist the Building and Maintenance Manager with specifying works to be undertaken by external contractors relating to the council's properties.
- Attending with contractors visiting council properties, giving advice and assistance, when required.

## **3. Compliance, health and safety and training**

- Assist the Building and Maintenance Manager in the compliance with health and safety legislation and in accordance with the Council's policies
- Operate and oversee the active use of the Council's on-line COSHH register and ensure that chemicals (including paints and varnishes etc.) and equipment are stored and used correctly in line with the manufacturers' guidelines; and that all council stores and workshops are kept clean and are well-maintained.
- Carry out day to day risk assessments for the use of equipment, vehicles tools etc.
- Ensure that premises and maintenance staff carry out compliance checks, including weekly fire alarm system, door opening and other checks to ensure that council properties are safe and fit for purpose, in line with council policy.
- Reporting emergencies (e.g. faults with the gas, electric and water supplies, accidents or near-misses etc.) that may occur in the Council's properties.
- Report defects to appliances, damaged furniture/equipment and any other actual or potential hazards to the Building and Maintenance Manager.

## **4. Other Duties**

- Responsible for the day to day supervision of the Maintenance team in the Building and Maintenance Manager's absence
- Responsible for overseeing the maintenance of electrical components and equipment, PAT testing, cleaning light fittings and testing lighting systems, replacing, where necessary, minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Undertake portage tasks, as required, including setting up for events and stacking furniture, erecting and decorating Christmas trees etc.
- As a keyholder, being responsible for maintaining the security of council premises and their contents.
- Develop a day to day knowledge of property based systems and their effective operation including heating and cooling, smoke and fire equipment, lift, intruder alarms.
- As required by the Building and Maintenance Manager, be responsible for the day to day operation of the Council vehicles, ensuring that repairs and servicing are carried out
- To supervise street marshals and road closures for Council events
- Participating in meetings and training as required, both on- and off-site.

- To understand and comply with council policies at all times, including the Council's complaints policy and equalities.
- At all times to observe safe working practices, in carrying out the required duties, which include working in public spaces, working alone, working near members of the public and working at height
- Maintain the integrity of the service identity in all internal and external communications
- Undertake any other duties commensurate with the level of the post

# St Ives Town Council



## Senior Maintenance Officer Person Specification

PERSON SPECIFICATION	Essential	Desirable	How Assessed
<b>Relevant Experience</b>	At least 3 years of working in a building, maintenance or related industry.	Practical experience of building and grounds maintenance work in a Council or similar environment	Interview Application form
<b>Relevant Experience</b>	Experience of delivering a wide range of reactive maintenance activities		Interview Application form
<b>Relevant Experience</b>	Previous experience in use of plant, power machinery and hand tools.	Qualification in the use of plant, power tools, hand tools (eg City and Guilds Level 2 certification).	Interview Application form
<b>Relevant Experience</b>	Working as part of a team	Previous experience of supervising staff	Interview
<b>Relevant Experience</b>	Experience of procurement and the ordering of goods and supplies and working with suppliers.		Interview Application form
<b>Education and Training</b>	A nationally recognised trade qualification (e.g. City & Guilds NVQ) in a technical or trade related subject or commitment to study towards one within 12 months of appointment.	A relevant technical, professional or vocational qualification: Basic Health and Safety qualification Lifting and manual handling training High level cleaning safety training First Aid	Interview Application form
<b>Education and Training</b>	GCSE maths and English	A level or equivalent relevant qualification	Application form
<b>Customer Care</b>	Good customer care skills with an ability to connect with and build positive, meaningful relationships with a wide range of people		Interview Application form

<b>Knowledge</b>	A sound basic knowledge of plumbing and electrics	Relevant Qualification	Interview Application form
<b>Knowledge</b>	Working knowledge of building compliance systems (heating and cooling, fire and emergency alarms, lifting equipment).		Interview
<b>Knowledge</b>	Knowledge of current H&S regulations and safe working practices		Interview
<b>Knowledge</b>		A good local knowledge of St Ives and its constituent communities	Application form
<b>Skills</b>	Ability to work to under pressure, to deadlines, prioritise tasks and organise own workload		Interview
<b>Skills</b>	Team player able to communicate clearly and confidently		Application Form Interview
<b>Any additional factors</b>	Ability to undertake physically demanding work Flexible approach to work requirements, Ability to work on own initiative. Possession of a full driving licence	Comfortable in interacting with members of the public	Interview Application form