


## Hanover (Scotland) Housing Association Ltd

JOB DESCRIPTION		
<b>Position:</b>	Building Services Officer	
<b>Department:</b>	Asset Management	
<b>Reports to:</b>	Building Services Manager	
<b>Band:</b>	F	
<b>Date:</b>	May 2016	

### Purpose of Job

To ensure that Building Services administration is effectively maintained. To assist the Building Services Manager in ensuring that all aspects of electrical and mechanical installations and/or equipment are operated and maintained to the standard required by the Association and in conjunction with current Regulations

### Main Duties and Responsibilities

- 1 To conduct project related and urgent repair visits to developments in advance of PMP works. Undertake pre-inspections, determining overall conditions, agreeing deferral year if required and assigning required budgets. Monitoring operational standards and determining the most appropriate maintenance contracts for specific installations.
- 2 To ensure that actual or possible deficiencies, minor or major repair items are identified, solutions determined and appropriate instructions communicated to Customer Services.
3. To advise on means of improving operational energy efficiency, be it advice on operation of heating systems to staff & residents or identifying insulation methods suited to each development.
4. To investigate operational, or maintenance matters in respect of installations on specific developments as advised by the Building Services Manager.
5. To advise Customer Services on possible defect rectifications and possible solutions to other maintenance problems.
6. To evaluate and advise the Building Services Manager on the standards of ad hoc and planned maintenance activities of individual contractors.
7. To assist the Building Services Manager in preparation and updating of planned and cyclical preventive maintenance programmes.
8. Agree scope of work and develop specifications and tender documentation. Procure works utilising the most appropriate procurement methods in line with current regulations and the Association's procedures. Participate in the evaluation of tenders, award of contracts and selection of contractors.

9. To hold pre-start meetings with residents and contractors.
10. Act as project manager on designated planned and cyclical projects
11. To assist the Building Services Manager in monitoring of energy consumption efficiency. Arranging surveys to identify new renewable heating types that may be suited to replace existing all electric heating on developments.
12. To liaise with staff and residents concerning effective and safe utilisation of development installations, giving accurate advice as necessary.
13. To monitor void gas & electrical reports and advise on any remedial works necessary prior to confirming property can be re-let
14. Oversee legionella monitoring regime on developments and provide basic training to development managers as required. Monitor respective reports and approve remedial works as required.
15. Review annual gas servicing certificates to ensure systems are compliant and any remedial works are completed in conjunction with current regulations
16. Provide advice and guidance to the Association's Compliance Officer on all Building Services related Compliance components.
17. To maintain and update services engineering administration systems in an efficient manner, i.e.
  - Record of accounts debited to scheme capital and utilities expenditure, ensuring that no payment is committed for incomplete work.
  - To ensure that forward planning statistics are maintained for each development
18. To advise and assist the Customer Services section and the Building Services Manager on the compilation of budgets relating to defined service charge accounts.
19. To attend Factored Owners' Property Council meetings when required.
20. To advise and assist the Projects section on all aspects of services engineering in conjunction with the appropriate outside agencies prior to and during construction demolition and refurbishment.
21. To assist and share knowledge and experience with colleagues as required.
22. To undertake other delegated duties, with additional training as requested by the Building Services Manager or Director of Asset Management.
23. Undertake stock condition surveys on area developments. (Content yet to be

agreed)

24. Undertake asbestos condition assessments, (Content yet to be agreed)
25. Participation in the emergency Out of Hours rota.
26. No staffing responsibility with this position.

### **Person Specification**

Recognised qualification to HND or equivalent standard with experience in electrical / mechanical services engineering. Practical experience in and appreciation of preventive maintenance, planned and project management and associated administration is essential.

Must be excellent communicator with staff and residents particularly and also at all levels with external organisations and contacts.

The post involves extensive travel and therefore an Association car will be provided. Post holder must have a current full, clean (preferably) driving licence.

## **Job Context and other Relevant Information**

The Post Holder:

- must discharge their relevant duties and responsibilities under the Health & Safety Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and all relevant Codes of Safe Working Practice and policies. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- must have due regard to the Association's current management arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.
- must work in accordance with the Association's policies, procedures, information, instructions, and/ or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required to meet the needs and responsibility of the service and the Association.

Signed ..... Line Manager (if applicable)

Signed ..... Post Holder

## Person Specification

**Job Title: Building Services Officer**



As part of the Disability Symbol accreditation, the Association has made the commitment to interview all applicants with a disability who meet minimum essential criteria for the post.

Criteria	Essential/Desirable
<b>1. Skills/Abilities/Knowledge</b> <i>This section specifies the skills, abilities and knowledge the post holder must have to perform satisfactorily.</i>	
Basic computer skills, including experience using Microsoft Windows, word-processing & e-mail.	Essential
<ul style="list-style-type: none"> <li>• Skilled in managing contractors from day to day to major cyclical and other repairs/refurbishment.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Fully skilled in project planning, control, review and reporting.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Clear and effective communicator at all levels including the ability to explain technical information to laypersons in consultation.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Technical knowledge sufficient to plan and oversee multi-works contracts.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Fully conversant and able to ensure compliance with workplace health and safety requirements.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to deal with the general public</li> </ul>	Essential
<b>2. Experience</b> <i>This section specifies the level and quality of experience required.</i>	
<ul style="list-style-type: none"> <li>• Minimum of 3 years previous experience in a similar or related role</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of diagnosing the cause of building defects and specifying remedial work</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of inspecting component condition and forecasting remaining life</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of drawing up specifications, following tender procedures and writing reports</li> </ul>	Essential
<b>3. Education/Qualifications</b> <i>Degrees or diplomas obtained abroad are acceptable if they are of equivalent standard to UK qualifications.</i>	
<ul style="list-style-type: none"> <li>• Relevant qualification in a construction or maintenance discipline</li> </ul>	Essential

<b>4. Other</b> <i>This section specifies other factors which may be necessary.</i>	
<ul style="list-style-type: none"> <li>• A current and preferably clean driving license</li> </ul>	Essential

<b>5. Equal Opportunities</b> This Association is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and codes of practice	Essential
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