



RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	60412
Post Title:	Asset Maintenance Officer
Unit/Team:	Asset Maintenance Team
Grade:	Grade F
Service:	Communities and Homes
Reports to:	Asset Maintenance Manager
Issue Date:	December 2023

PURPOSE OF THE JOB

To assist the Asset Maintenance Manager in maintaining the Operational and Investment Property Assets of the Council. The focus will be on non-housing assets initially but also assistance on the wider portfolio.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Maintenance

- 1.1 Assist with the development of contract specifications and schedule of rates for the maintenance, improvement and alteration for all corporate buildings including all mechanical and electrical installations and building fabric.
- 1.2 Uses the Council's Property Information Management system (TF Cloud) for recording information on sites and assets, including logging repairs, defining jobs, allocating work and processing invoices.
- 1.3 Help deliver a planned maintenance programme for all corporate assets. The focus will be on non-housing properties initially. However, the Team is also responsible for maintaining the HRA Housing portfolio and there will be the opportunity to gain experience in this area.
- 1.4 Assist with the development of energy data collection hardware and software to monitor and report on the energy and water consumption of property assets. Assist to reconcile, validate and process all utility bill for authorisation and payment. .
- 1.5 Assist with the development of the Asset Management Strategy and Carbon Management Plan as required.
- 1.6 Actively manages the mechanical and electrical installations of all corporate assets including the operation of the Building Management (BMS) system including Renewable Heat Incentive and Feed in Tariff schemes.

- 1.7 Ensures that the procurement of property maintenance services complies with the Council's policies and Contract Standing Orders.
- 1.8 Manages and monitors contracts and procurement agreements.
- 1.9 Ensures that proper measures are in place to safeguard the health, safety and welfare of all employees, contractors' employees and members of the public

Asset Utilisation

- 1.10 Helps to seek and co-ordinate feedback from occupiers of property with a view to meeting their needs as fully as possible.
- 1.11 Helps draw up and monitor service level agreements.
- 1.12 Will keep abreast of technological advancements and innovation within the profession and contribute towards medium- and long-term planning.
- 1.15 Assists in procuring and managing the rolling programme of property condition surveys
- 1.16 Assists with the analysis of condition surveys and identify priority works.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Assists the Asset Maintenance Manager and Senior Asset Maintenance Officer with the monitoring and planning of the corporate property budgets.
- 2.2 Assists the Asset Maintenance Manager and Senior Asset Maintenance Officer in the development and review of schemes for inclusion in the capital programme.
- 2.3 Assists the Asset Maintenance Manager and Senior Asset Maintenance Officer in procuring specialist consultants to support the work undertaken by the Asset Maintenance Team.
- 2.4 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 There will be no direct personnel management although the supervision of contractors and Health & Safety compliance is part of the role.

4. FINANCIAL RESPONSIBILITIES

- 4.1 Raising orders for works, checking work against invoices and authorising payments will be required within the appropriate financial limits.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 As identified above the role requires collation and reporting of accurate data

6. EXTENT OF PUBLIC CONTACT

Will be required to have some contact with members of the public about queries arising from repairs to public buildings

7. WORKING CONDITIONS AND ENVIRONMENT

Primarily office based, but with occasional need to work in potentially hazardous areas such as sites where building repair works are being undertaken.

Travelling as required by the duties of the post. Post holder may qualify for a casual user car allowance

Occasional cover for security checks and attendance for maintenance works, to open the building for contractors or for staff working may be necessary if required.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Asset Maintenance Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Understanding of the local authority procurement regime including relevant legislation	D	A/I
Good working knowledge of the Health and Safety at Work Act and its practical implications	E	A/I
Good project management skills	D	A/I
Good interpersonal skills and the ability to use written and oral communication skills effectively at all levels	E	A/I
Good numeracy and data handling skills	E	A
Experience and proven skill in using ICT systems including Microsoft Outlook, Word and Excel	E	A
Qualification: Willing to work towards or already gained a minimum of HNC in Building Studies, Building Services Engineering or similar equivalent	E	A/D
Ability to undertake building inspections, audits and surveys	E	A/I
A commitment to work within our CAN DO values	E	A, I
Good negotiation skills	D	A/I
Experience of specifying and monitoring contracts	D	A/I
Experience of developing managing and monitoring capital and revenue maintenance and improvement programmes	D	A/I
Familiarity with the use of Building Management System and able to interpret, analyse and utilize the information to manage the facilities.	D	A/I
Knowledge of renewable/sustainable energy sources such as Solar thermal/PV, CHP, Bio-mass and relevant experience of procuring them	D	A/I
Experience of carrying out risk assessments related to building and maintenance projects. Working knowledge of the Construction (Design & Management) Regulations	D	A/I
The ability to manage a range of diverse projects at the same time	D	A/I
The ability to liaise between client departments and contractors effectively to ensure that the Council's requirements in property management terms are effectively and efficiently met	D	A/I
Budgetary skills	D	A/I

Previous experience of managing a wide property portfolio of operational buildings, ideally including crematorium, leisure and pool facilities.	D	A/I
Experience of using specialist IT systems including building management system, TF Cloud	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D