



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Assistant to Property Services Manager
<b>LOCATION:</b>	Norwich
<b>REPORTS TO:</b>	Property Services Manager
<b>DATE:</b>	October 2019

### **Purpose of Job**

To assist with the Society's Mechanical & Electrical servicing contracts and Property Maintenance programme. The contracts primarily relate to domestic gas boilers, electrical upgrades, door entry, warden call, fire detection systems and passenger lift maintenance.

### **Key Responsibilities**

- 1 Day to day management of the boiler replacement programme and upgrade of electrical systems, warden call and fire detection systems, in line with current legislation, at the Society's various schemes.
- 2 To assist and manage small programmes of general maintenance works and cyclical repairs.
- 3 Ensure the Society and its M & E contractors do not breach any health and safety or similar legislation.
- 4 Ensure the Society has all required inspections and tests regularly undertaken by suitably qualified and experienced persons and full and accurate records are kept.
- 5 Carry out regular scheme inspections in conjunction with Scheme Managers.
- 6 To monitor contractor performance against budget, quality and target time standards.
- 7 To write specifications and prepare accurate drawings for small to medium size refurbishment projects. Liaise with the external consultants as required.
- 8 Develop strong working relationships with the Society's contractors, tenants and professional advisers.
- 9 To carry out other such responsibilities as can be reasonably required within the level of this position.

## KEY SKILLS, KNOWLEDGE AND EXPERIENCE

		<b>Desirable/ Essential</b>
Experience	<ul style="list-style-type: none"> <li>• Managing M &amp; E contractors.</li> <li>• Practical or supervisory experience of day to day domestic property M &amp; E related repairs.</li> <li>• Supervisory experience of small/medium domestic M &amp; E, building/refurbishment projects.</li> </ul>	E E E
Education	<ul style="list-style-type: none"> <li>• GCSE passes grades A – C or equivalent.</li> <li>• A relevant mechanical/electrical engineering background building/surveying i.e. BTEC, HNC or CIOB. (Consideration would be given to an exceptional candidate studying for a relevant qualification).</li> </ul>	E D
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• A sound practical understanding of domestic &amp; commercial M &amp; E systems, Gas Safe accreditation and requirements of 18<sup>th</sup> edition Wiring Regulations.</li> <li>• Building construction, maintenance.</li> <li>• Building contracts.</li> <li>• Budgets.</li> <li>• Health and safety, and similar legislation.</li> <li>• Preparation of working drawings, specifications.</li> </ul>	E  D D D E D
Skills and Abilities	<ul style="list-style-type: none"> <li>• Proactive and keen to make a positive contribution.</li> <li>• Ability to prepare concise reports with recommendations.</li> <li>• Understanding budgetary constraints and the need to priorities.</li> <li>• Ability to empathise with the Society's aims and tenants.</li> <li>• Sound ICT skills.</li> <li>• Strong organisation and problem solving skills.</li> <li>• Must have integrity, honesty and reliability.</li> </ul>	E  E  E E E
Car	<ul style="list-style-type: none"> <li>• Hold a full UK driving license and have the unrestricted availability of a reliable vehicle suitably insured for business use.</li> </ul>	E