

Lancaster City Council - Job Description

Job Title:	Technical Officer	Grade:	GG510	Job Code:	LCC228
Job Family:	Community Services	Job Family Group:	Operations	Reports to:	Technical Manager
Line manages:	n/a				

Job Summary

Responsible for the production of comprehensive specifications for approved planned/contract maintenance works within the capital/revenue programmes, ensuring that all works are properly supervised and completed to a satisfactory standard.

Direct Responsibilities

- To undertake the preparation of plans, specifications, pre-contract information and contract documentation in respect of planned maintenance and capital programme works.
- To act as the Principal Designer on various disciplines of construction contracts and be responsible for managing all relevant aspects of health and safety in accordance with the Construction Design and Management Regulations 2015.
- To vet contractors' Method of Statements of Safe Working and to advise of their acceptability or otherwise.
- To visit dwellings included within predetermined programmes, to liaise with tenants, and to accurately assess all works required to maximise tenants' choice.
- To continually communicate with tenants, colleagues, external agencies and all roles within contractor's establishment i.e. contract managers, site managers, Q.S, tenant liaison, etc. in order to ensure that work is undertaken in accordance with contract conditions with minimal disruption.
- To brief consultants and specialised contractors in instances where design and supervision of work which has to be contracted out.
- To organise and attend regular site meetings with contractors in order to monitor progress and workmanship and where necessary issue variations or other instructions.
- Supervise the delivery of the works including designing out risks, ensuring quality of workmanship, resolving on-site problems and giving instructions to contractors, ensuring technical compliance, authorisation of works, variations to contracts and handovers
- To inspect all works upon completion and to authorise payments (both interim and final accounts) to contractors, subject to satisfactory completion.
- To monitor the costs of all work and to regularly advise the Technical Manager of likely variations in the approved contract cost.
- To ensure that any work identified during the Defect Liability period are satisfactorily remedied by contractors.
- Undertake leaseholder consultations for planned works in line with S.20 Agreement of the Commonhold and Leasehold Reform Act 2002
- Submit applications for Building Regulation, Planning Approval or Listed Building Approval where required.
- Provide technical support to assist in the delivery of housing maintenance to other sections of RMS, such as Major Voids, Asset Management, and Housing Disrepair

Lancaster City Council - Job Description

Primary Objectives

- To ensure both Capital and Revenue contracts responsible for are satisfactorily completed to pre-agreed budgets and within agreed timescales
- To be responsible for ensuring compliance with regards to the Councils Procurement Approval Process for the selection of contractors, suppliers and consultants.
- To ensure compliance with CDM Regulations 2015 – to undertake the role of designer, principal designer on behalf of the “Client”

Staff Management Responsibilities

- Manage and Instruct contractors undertaking Capital, Revenue and contract maintenance works on behalf of LCC
- Manage and instruct RMS operatives undertaking Capital, Revenue and Contract Maintenance works.

Knowledge & Educational Requirements

Specialised knowledge:

- Minimum HNC/equivalent - Building Studies qualification
- To have a sound knowledge of Building Structures and Fabric, Services and Components.
- To be able to determine building defects to diagnose and design schemes of renewal, repair or improvement.
- To have an understanding of construction management to enable contracts to be run and managed under the Joint Contracts Tribunal suite of contracts
- Possess a working knowledge of CDM Regulations 2015
- To be aware of and apply any advancement in building construction methods and technology in order to ensure that property is improved as effectively and efficiently as possible.
- Ability to understand, procure and manage Contract Maintenance works, both pre-determined service & maintenance agreements and ad-hoc responsive works in relation to Septic Tanks, door entry/intercom systems, CCTV, Communal TV reception systems, mechanical ventilation equipment, passenger lifts, emergency lighting and fire/intruder alarm installations
- Be aware, and have an understanding of; The Building Regulations 2010 as Amended, The Town and Country Planning Act 1990, The Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, Gas Safety (Installation and Use) Regulations 1998, The CDM Regulations 2015, The Party Wall Act 1996, The Control of Asbestos Regulations 2012. Control of Substances Hazardous to Health Regulations 2002 concerning the risk from exposure to legionella and guidance on compliance with the relevant parts of the Management of Health and Safety at Work Regulations 1999. S.20. Commonhold and Leasehold Reform Act 2002

Lancaster City Council - Job Description

Functional knowledge:

- To have a knowledge and understanding the Council's Financial Regulations and Contract Procedure Rules.
- To be able to manage various contracts simultaneously and comprehensively plan, organise, monitor and deliver numerous and varied planned works from conception to completion in line with all statutory legislation and regulations.

LCC specific knowledge:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to the Council's Values and Behaviours.

Understanding of the post holder's own and their team's contribution to the Council's Corporate.

Other Requirements

The hours of work are 37 hours per week, working Monday to Friday

The post will be based at White Lund Depot, White Lund Road, Morecambe but you will be expected when required to work at other Council buildings

The use of a vehicle for business use and a full driving licence will be required to undertake site based visits

To undertake appropriate training when required

Additional information

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Lancaster City Council - Job Description

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	