Job Description and Person Specification

Job details

Job title: **Repairs and Maintenance Co-ordinator (Asbestos)**
Grade: NNCBAND06
Reports to: Repairs Officer
Responsible for: Provide asbestos supervision to the appropriate Depot sections of North Northamptonshire Council's Repairs and Maintenance Team, providing a high quality and cost-effective repairs and maintenance function.
Directorate and Service area: Adults, Health Partnerships and Housing – Housing Maintenance & Development

Purpose of the job

- Ensure financial compliance with North Northamptonshire Council procedures.
- Maintain work procedures and systems which ensure that an effective, efficient and accountable service is delivered.
- Ensure your service area responsibilities are properly coordinated across work areas and fit for purpose in order to meet both the Councils and its customers. expectations.
- Determine priority and programme work.
- Plan own workload and develop systems of work.
- To create, review and update health and safety policies and procedures in conjunction with the Health and safety team.
- To provide professional advice and recommendations to enable the council to maintain compliance with relevant health and safety, building and environmental legislation.
- Ensure your service area has a strong and effective relationship with other partnering services within the organisation, in order to meet customer demands.
- Ensure that standard management procedures and protocols are maintained, in line with good practice policies.
- Ensure good relationships with partner organisations, Elected Members, Chief Officers and tenants are maintained and are appropriate.

Principal responsibilities

1. Undertake asbestos surveys, prepare asbestos reports, tender documentation, specifications and technical information.
2. Prepare reports under the direction of the Team Leader.
3. Support the Team Leader in developing best value partnerships with contractors. Attending site meetings and liaising with Contractor management and supervisory staff.
4. To manage pre and post inspection and ensure appropriate records and audit trail are kept,
5. Provide asbestos technical support for NNC tradesmen and contractors.
6. Audit van impress stock at regular intervals and keep records.
7. Plan and monitor the performance of your area of responsibility, using agreed Performance Indicators to include all areas of works.
8. Ensure effective systems of communication are established and managed to promote a high level of Services and their benefits to customers.
9. To provide professional advice and recommendations to enable the council to maintain compliance with relevant health and safety, building and environmental legislation.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

4. *Ongoing training essential to maintain qualification*
5. *Post holder must be willing to attend evening meetings as and when required*
6. *Post holder must be willing to travel*
7. *Post holder must hold a valid driving licence and have access to a vehicle.*
8. *The post has been evaluated as a stressful role due to the nature of the work involved.*

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

Carry out, Management, Refurbishment and Demolition surveys, along with other duties associated with asbestos work, including bulk sampling.

North Northamptonshire Council

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	P402 Building Surveys and Bulk Sampling for Asbestos or equivalent Good general education to GCSE level or equivalent. BTec level III or equivalent in one of the following, Building, Electrical, Plumbing, Gas studies or Stock Control	P405 Management of Asbestos in Building Served a recognised relevant apprenticeship in Building trades, Asbestos, Gas, Plumbing, Electrical or Facilities Management
Experience and Knowledge		Experience with AutoCad Design Software Minimum of 2 years on site supervisory experience Conduct stock condition surveys including EPC, HHSRS, and Fire risk assessments Familiar with budget performance and monitoring. Experience of contractual procedures using standard forms of contract. Local Government background.
Ability and Skills	Computer Literate (Intermediate/advanced use of Word & Excel in an office environment). Methodical, accurate and able to work to tight deadlines and prioritise work.	

Attributes	Essential criteria	Desirable criteria
	Able to deal with confidential and sensitive information. Customer focused – improving the quality service and record keeping.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Post holder must have access to a car for business use.	