



The Richmond Fellowship
Scotland

JOB DESCRIPTION

Post:	Maintenance Officer
Location:	Based at Stepps, with travel required throughout Scotland
Salary	Up to £30,000 per annum depending on experience
Hours:	35 hours per week, however flexibility may be required in accordance with the organisational requirements.
Annual Leave:	37 days
Reports To:	Technical Services Coordinator

Post Summary

The purpose of the role is:

1. To ensure that TRFS's owned, leased and factored property is maintained to the highest possible standard and complies with legislative requirements within agreed budgetary levels.
2. Ensure that the stock is monitored regularly
3. To undertake a comprehensive stock condition survey of all identified property, populate the property database with survey information.
4. In conjunction with the Technical Services Coordinator prepare life cycle maintenance investment plans based on survey data
5. To deliver excellent customer service in relation to maintenance activity to a diverse range of widespread services.

KEY RESPONSIBILITIES

1. Inspecting, assessing and instructing repairs reported by services/landlords or/and identified during site visits.
2. Preparing detailed specifications and obtaining estimates for minor works up to specified levels of expenditure.
3. Supervising/managing works/contracts instructed, ensuring they are completed on time and within budgets and checking accounts submitted. Certifying accounts to agreed limits.
4. Carrying out pre and post inspections checks
5. Undertaking comprehensive stock condition surveys of identified properties.
6. Develop property data base by inputting stock condition information into property management software.
7. In conjunction with Technical Services Coordinator prepare life cycle investment plans and manage programmes of cyclical and planned maintenance.
8. Generally ensuring that the standard of maintenance works carried out by Contractors working on behalf of TRFS is to a satisfactory standard.
9. Generally ensure that all contractors working for TRFS are competent and carry out the work in compliance with all Health and Safety legislation.
10. Operating within agreed annual maintenance budgets.

11. Maintaining appropriate maintenance records and preparing reports on contractors performance, standard of workmanship etc.
12. In conjunction with colleagues contribute to the management of TRFS preferred contractors list.
13. Inspecting properties on acquisition and disposal and reporting the findings to the Technical Services Coordinator
14. Carry out energy efficiency surveys and produce EPC's for all properties and input data into property management software.
15. Providing technical advice and support on routine maintenance issues, advising and assisting TRFS in developing long term solutions.

OTHER ACTIVITIES

1. Attending meetings including those out-with normal office hours as required.
2. Any other duties as required by the Property, Facilities and Contracts section.

This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.

Dependent upon organisational needs, you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal Employees Secondment and Transfer Policy, a copy of which is available on the Intranet.



The Richmond Fellowship
Scotland

**COMPETENCY AND PERSON SPECIFICATION FRAMEWORK
MAINTENANCE OFFICER**

	Essential	Desirable
Work Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working in a customer care environment with a proven track record in dealing effectively and sensitively with the public. • Sound knowledge of current property legislation. • Sound knowledge of current property related Health and Safety legislation. • Experience and a proven track record of providing a property maintenance and inspection service. • Experience and a proven track record of undertaking stock condition surveys. • Experience of effectively managing contractors and projects. • Experience of liaising with a number of contractors and external agencies, stakeholders and partners. 	<ul style="list-style-type: none"> • Experience of carrying out energy efficiency surveys and producing EPC's.
Education & Qualifications	<ul style="list-style-type: none"> • Diploma, HND in Building Surveying or other relevant construction management qualification 	
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills both written and verbal • Ability to liaise effectively with other staff and to offer advice and support when required. • Strong organisational and time management skills with the ability to manage day-to-day workload with minimal supervision. • An effective Team player, capable of coping with changing circumstances and demands. • Experience and proven track record in effectively managing and delivering a considerable workload and to work to imposed deadlines. • Experience and proven track record effectively delivering workload to imposed deadlines. • Competent in the use of computerised 	<ul style="list-style-type: none"> • Experience of working in the social care sector or similar.

	<p>systems.</p> <ul style="list-style-type: none"> • Ability to produce appropriate performance monitoring information and to report as required. • Ability to control and monitor budgets. 	
Values	<ul style="list-style-type: none"> • A sound value base in respect of the rights of people with a disability 	<ul style="list-style-type: none"> • Experience with charities/third sector organisations

<p>I understand and agree to work to the terms as indicated on this job description</p> <p>Name (Print) Dated</p> <p>Signature</p>	
---	--

Please return a copy of your signed job description for your personnel file