Buildings and Repairs Manager

**Gravesham Borough Council**

**Division:** Corporate Services

**Department:** Building & Facilities

**Section:** Building and Repairs

**Post Title:** Buildings and Repairs Manager

**Responsible to:** Head of Building & Facilities

**Job Description**

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation, or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes.

**Job summary:**

Responsible to the Head of Building & Facilities for the repairs and maintenance of the council’s operational buildings, ensuring compliance with the Council’s procurement rules and statutory and regulatory and co-ordinating and overseeing the work of the building surveyors within the Building & Facilities department.

**Main duties and responsibilities:**

1.1 To provide operational leadership to the building surveyors within the Building & Facilities department and to provide professional and technical advice on all building surveying related matters as required.

1.2 To work with the Head of Building & Facilities to bring forward practical and achievable improvements and efficiencies in service delivery processes and practices, as a means of continuously enhancing service delivery and managing service costs.

1.3 To be responsible for ensuring the council’s operational buildings are properly maintained to an acceptable standard and to co-ordinate all building works undertaken and ensure they are undertaken in accordance with all statutory, regulatory and local policy requirements.

1.4 Manage the building surveying team to provide planned and reactive maintenance, service contracts and compliance management for all assets within the council’s operational buildings portfolio and wider council portfolio as required.

1.5 To prepare and administer specifications/schedules of work, tenders, procurement and contracts relating to the delivery of all building works (such as alterations, adaptations, refurbishments, extensions and new build works), planned maintenance, responsive repairs and other areas as required. All works to be undertaken in accordance with the Council’s standing orders ensuring that projects are delivered on time, within budget and in compliance with appropriate legislation. To obtain social value from contract negotiations wherever possible.

1.6 To work with other departments to ensure that any grant funding opportunities are taken forward and to lead or input into the process as appropriate.

1.7 Ensure that the Council operational buildings remain compliant with statutory and regulatory issues such as fire safety, asbestos, legionella, gas safety, DDA, listed building requirements and CDM, ensuring processes are robust and effective. Monitor works undertaken by the building surveying team to ensure compliance with the above.

1.8 Procure, manage and work with consultants to deliver maintenance works, alterations, adaptations and extensions as required. Maintain the effective and efficient performance of contracts and work closely with the Contracts and Facilities Manager on the strategic procurement of new and replacement service contracts.

1.9 To ensure team members are adequately managing contractors in the delivery of maintenance and project works, ensuring that work is carried out in accordance with the specification and schedules, and that contractor working practices are in accordance with the provisions of the Health and Safety at Work Act and other relevant legislation and permits to work. Ensure that contractors’ invoices are checked, verified and certified on completion of works, prior to passing for payment. To negotiate with contractors on claims arising from disputed work.

1.10 To ensure in liaison with the Audit, Legal and Finance departments as appropriate that adequate records are maintained of contractors’ quotations, tenders, orders and invoices.

1.11 To develop and maintain a rolling programme of condition surveys and ten-year maintenance plans and work with the team to develop and deliver the planned maintenance programme for the Council’s operational buildings.

1.12 Assess and provide specialist professional advice on all technical construction, architectural, project management, maintenance and property service issues as required. Provide high level strategic and professional advice relating to Building Surveying and Facilities Management issues.

1.13 Overseeing the planned maintenance and responsive repairs budget for the council’s operational buildings. Manage capital and revenue budgets related to building and project work including the Asset Enhancement Reserve, in accordance with Council standing orders. Carry out monthly monitoring and reporting any variances in good time so that appropriate action can be taken.

1.14 To work with Finance to agree adequate budgets for repairs and maintenance works and to make considered representations where necessary.

1.15 Monitor responsive repairs to buildings and the budget expenditure carried out by other Council service departments.

1.16 To ensure that jobs raised for the building team on the service desk are allocated promptly and that progress of jobs is appropriate.

1.17 To manage and oversee the Council’s activities in relation to energy procurement contracts and maintain a lead role in providing advice on sustainability and improving the energy efficiency of the council’s operational building portfolio in relation to planned maintenance and building management.

1.18 To be part of the emergency response team for the Civic Centre / Woodville which covers fire and other emergencies.

1.19 To be responsible for preparing the team’s element of corporate documents such as Business Plans and Business Continuity Plans.

1.20 To advise on effective space management within the council’s operational buildings.

1.21 To regularly liaise with client departments within the Council to ensure the maintenance regime fits their service delivery needs and they are receiving the appropriate level of service from the team.

1.22 To work with the Facilities & Contracts Manager and the procurement shared service in respect of the procurement of works undertaken by the team as necessary

1.23 To work with the Facilities and Contracts Manager to ensure plans / policies are in place for the management of legionella, asbestos, fire prevention, gas safety, electrical safety and security etc for the Council’s operational property asset portfolio and that there are regularly reviewed and updated.

1.24 To identify and inform relevant managers of any specific item of work which is beyond the resources of the team.

1.25 To be available to undertake supervision of contractors out of normal working hours and respond on an emergency call out basis if required.

1.26 To liaise and report to Management Team, relevant Cabinet Members and Member Committees to ensure they are appropriately and regularly kept informed of matters relevant to the service as required.

1.27 To undertake annual appraisals of all direct reports and undertake staff 1-2-1s on a monthly (or more frequent if appropriate) basis. To take the lead on the recruitment of staff as required.

1.28 To deputise for the Head of Building & Facilities as required.

**2 General**

2.1 To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

2.2 To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours. In the event that an incident has occurred which disrupts the council’s ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and / or at other locations.

2.3 A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

2.4 The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

2.5 The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation.

2.6 The post holder will comply with Statutes and Council Policies in all respects.

2.7 An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the local authority.

2.8 An awareness of the Council’s statutory responsibilities in respect of safeguarding of children and vulnerable adults and of the statutory duties in respect of modern slavery and human trafficking.

2.9 A commitment to excellent customer service and the values of the Council.

**Person specification**

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| **Characteristic** | **Specification** | |
|  | **Essential** | **Desirable** |
| Skills / Abilities (Specific skills and abilities required to undertake the duties) | Good written, verbal and presentation skills including the preparation of reports, presentations, specifications and tender documentation.  Experience of budget monitoring.  Good negotiation, organisational and customer service skills.  Good IT skills including use of Word, Excel, Outlook and CAD software.  Minor works design skills. | Previous experience of the preparation and updating of asbestos and legionella management plans. |
| Knowledge Particular knowledge which will be necessary to perform the work effectively, (e.g. of specific legislation or regulations) | Good working knowledge of building regulations, Equality Act, asbestos, legionella and fire safety regulations and the requirements and rules and regulations surrounding the supervision of contractors.  Good working knowledge of Microsoft 365 software including outlook, word, excel and teams) | Good understand of the legal framework relating to local authorities.  Experience of organising fire safety drills and providing fire safety advice. |
| Qualification Training  (Education / vocational qualifications and other training). | Degree in construction or building services related subject and / or extensive demonstrable experience in the construction industry with a minimum of 5 years’ experience in a relevant role. | RICS membership using Building Surveying pathway or equivalent in respect of building services.  Extensive and exceptional relevant experience or other equivalent qualification in building construction.  An additional related qualification e.g. Customer Care, Management or Project Management. |
| Experience  (Level and type of previous experience). | Experience in the construction industry with a particular emphasis on commercial construction / repairs and maintenance.  Experience of supervising staff and contractors including managing, coaching and developing a team to deliver excellent customer service.  Experience of business planning, performance management and report writing.  Able to foster positive relationships with colleagues, management and contractors.  Proven ability to develop, improve and promote changes to services and functions.  Interpreting and applying rules and procedures in the discharge of duties. | Working in a Local Authority environment.  Experience of procuring services and works via framework agreements. |
| Qualities  (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team). | Professional approach to all.  Ability to adapt quickly to demands and readily accept changing situations.  Able to work on own initiative to resolve issues.  Forward thinking ‘can do’ attitude with the drive and motivation to deliver high standards of performance.  Methodical and meticulous.  Able to work under pressure with minimal supervision. |  |
| Special Conditions  (e.g. willingness to work unsociable hours or wear a uniform). | Out of hours working as and when required including attending / responding to emergencies.  Attendance at evening meetings as required.  Full driving licence and use of car to carry out duties.  Must have adaptable and flexible attitude to work requirements. |  |