

JOB DESCRIPTION

<u>Job Title</u>	Building Services Officer
<u>Reports to</u>	Building Services Supervisor
<u>Reporting staff</u>	None

Job Purpose

Manage the reactive maintenance service across the Estate and to provide a wide range of specialist and technical support services to the Estates Team

Generic Responsibilities/Job Family

Technical

To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes.

To act as a point of contact for the function and provide appropriate advice. Guidance and/or support.

To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	Manage the building defect rectification service, investigating and identifying suitable and effective repair options, to ensure Service premises are fit for purpose, safe in use and available to support operational service delivery. Escalate to the Building Services Supervisor when costs are likely to exceed £10K.
2	To be the main point of contact for the Estates Team for the provision of the building defect rectification service, providing advice, guidance and support to a wide range of contacts from within the Service and multiple contractors, specialist consultants and suppliers from outside of the Service.
3	Administer budgets, preparing and placing work orders with contractors, consultants and suppliers, manage and audit invoices to validate payment.
4	Manage a wide variety of maintenance and repair contracts, including direct liaison with contractors, consultants and suppliers, ensuring contractual compliance is maintained in terms of standards, response times and costs.
5	Design, specify and manage minor capital works schemes up to the value of c. £10K from conception to completion, including handover to client, and provide technical and administrative support to team members for the delivery of large Projects.
6	Collect, collate and report on a wide range of technical and financial data to support the work of the Team.
7	Cover for other team members when required.