

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Property Services
Post	Buildings & Maintenance Co-ordinator/Manager
Post No	502964
Grade	Grade 9 - 13
Location	South Wales Fire & Rescue Service Headquarters, Llantrisant.
Responsible to	Property Strategy Manager
Responsible for	Supervision of any technical support staff directly involved with the building and maintenance function

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

The management and delivery of planned and reactive works as required to maintain the Services property portfolio

To assist the Property Strategy manager in the delivery of major projects

Apply knowledge and experience to everyday buildings issues to deliver best value solutions and advice

DUTIES AND RESPONSIBILITIES

Buildings & Maintenance Co-ordinator

1. To provide assistance and advice to the Property Strategy Manager and Facilities Manager in relation to the delivery of the Property Asset Management Plan
2. Undertake a lead role in the delivery of any minor works (planned and reactive) relating to the Services property portfolio.
3. To provide advice and subsequently action defect requests received via the Help Desk which require an engineered solution.
4. To plan, manage, and supervise the planned, reactive, and minor works relating to the Services property portfolio.

5. To prepare tenders for the procurement of building works and carry out the evaluation to provide recommendations to the Property Strategy Manager and Procurement.
6. To attend premises for site inspections prior to and after contractors have completed planned and reactive works to ensure repairs, maintenance and defects have been completed to the Services required standards.
7. To liaise with appropriate station based staff when property maintenance work is planned, undertaken and completed.
8. Raise orders for minor works and provide updates to the Property Strategy Manager on budget commitments and spends.
9. Attend monthly health and safety meetings and groups on property maintenance issues as required.
10. To represent the Service in relation to day to day property maintenance on working parties/groups/committees and panels both internally and externally where necessary.
11. Keep up to date with changes to regulatory requirements
12. To participate in the out of hours rota for the Property Services team at the current rate.

Buildings & Maintenance Supervisor

13. To produce appropriate specifications, obtain quotations/tenders and appoint contractors / consultants using appropriate contracts for works relating to property related planned and reactive maintenance works.
14. To procure and manage frameworks for the supply of reactive and planned maintenance contractors to allow direct call off.
15. To provide client support, when requested, to the Design Teams set up for the delivery of major projects.
16. To ensure the Service complies with legislative and other statutory requirements including CDM regulations and Health and Safety related legislation in relation to its property assets, contractors and staff.
17. When undertaking work in relation to construction projects ensure accurate records are maintained for auditing purposes. This should include project briefs, business cases and supporting procurement documentation.

18. Undertake inspections and investigations to determine and monitor the condition of our properties and prepare costed schedules of work where items of a Health and Safety nature are identified.
19. The management and co-ordination of contractors and consultants.
20. Maintain an up to date knowledge and understanding of legislation, technical developments, and departmental policies and assist in the development of policies and strategies to enable effective service delivery.

Building & Maintenance Manager

21. To demonstrate a good understanding of construction project management having achieved a recognised qualification / certificate from a relevant professional body.
22. Undertake a project management / employers agent role to deliver all minor construction projects, and support the Property Strategy in the delivery of major projects.
23. In relation to major projects to act as the client lead when requested by the Property Strategy Manager and manage and co-ordinate the stages of a construction project; including design, procurement, and construction, whilst providing updates to stakeholders on progress.
24. To update and maintain the condition survey data to ensure effective maintenance planning and budgeting
25. To administer the contract terms of minor building works relating to planned and reactive maintenance works.
26. To plan, develop and undertake special projects as directed by the Property Strategy Manager.
27. The appointment and management of external consultants to include the monitoring of their performance.
28. Line Management responsibility for any staff appointed to support the property maintenance function.
29. To monitor expenditure and provide cost management reports to the Property Strategy Manager in relation to projects being undertaken.
30. The management of defects in relation to completed projects.
31. To develop an employers requirements document to inform best value design in relation to our buildings.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

Note:

There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

The role involves some weekend work/working outside of office hours.



Buildings and Maintenance – Career Grade Structure

This post is designed to be a career grade post to recognise the developing skills and expertise of the post-holder. The post spans several grades and progression within each grade will be determined by competence level and achieving certain criteria. The below sets out the qualification and experience requirements for progression from one grade to the next.

The line manager will carry out formal reviews at 6 monthly intervals or on the date of obtaining additional qualifications, if that occurs sooner. Salary progression through increments within each Grade and progression through Grades on the structure will be determined at the 6 monthly formal review and will be by the line manager's recommendation in consultation with the Senior HR Officer. At each review, the agreed performance criteria set out for each grade must be achieved.

There will be a right of appeal to the Head of Human Resources.

Salary at entry level will depend on qualification and proven experience. The post holder will commence at a certain point on the entry grade and enter the next grade when the benchmark has been achieved.

Buildings & Maintenance Coordinator (Grade 9-11)

The essential criteria for commencement of the career grade is enrolment on a recognised accredited degree for construction professionals.

Stage 1 Key Performance Criteria

- Successfully complete year 1 of a recognised degree and demonstrate an understanding of the principles learnt. (Refer to Course modules)
- Complete a minimum of 1 year's practical relevant experience and be able to meet the requirements and fulfil all aspects of the Job Description for Buildings and Maintenance Coordinator to a satisfactory standard.

Grade 10 achieved at end of this period.

Stage 2 Key Performance Criteria

- Successfully complete Year 2 of a recognised degree and demonstrate an understanding of the key principles learnt. (Refer to course modules)
- Complete a minimum of 2 year's practical relevant experience and be able to meet the requirements and fulfil all aspects of the Job

Description for Buildings and Maintenance Coordinator to a satisfactory standard.

Grade 11 achieved at end of this Stage.

Buildings and Maintenance Supervisor (Grade 11-12)

Stage 1 Key Performance Criteria

- Successfully complete Year 3 of a recognised degree and demonstrate an understanding of the key principles learnt. (Refer to course modules)
- Complete a minimum of 3 year's practical relevant experience and be able to meet the requirements and fulfil all aspects of the Job Description for Buildings and Maintenance Supervisor to a satisfactory standard.

Grade 12 achieved at end of this period.

Buildings and Maintenance Manager (Grade 13)

Stage 1 Key Performance Criteria

- Successfully complete Year 4 of a recognised degree and demonstrate an understanding of the key principles learnt. (Refer to course modules)
- Complete a minimum of 4 year's practical relevant experience and be able to meet the requirements and fulfil all aspects of the Job Description for Buildings and Maintenance Manager to a satisfactory standard.

Grade 13 achieved at end of this period.