

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Property Services
Post	Building Maintenance Co-ordinator
Post No	NU136
Grade	8
Location	Fire Service Headquarters
Responsible to	Building & Maintenance Manager
Responsible for	Supervision of any technical support staff directly involved with the delivery of the estates function.
Responsibility for Physical Resources	Directly supports the property maintenance function to maintain our property assets
Responsibility for Financial Resources	Preparation of budgets for construction projects, and placing and payment of orders

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

To assist the Buildings and Maintenance Manager and Facilities Manager on all aspects of planned and reactive works relating to the Services property portfolio.

To seek best value solutions to everyday building issues to ensure the Service's property assets are well maintained, fit for purpose, and able to support service delivery.

DUTIES AND RESPONSIBILITIES:

1. To provide assistance to the Buildings and Maintenance Manager and Facilities Manager in relation to planned, reactive and minor projects/works relating to the Services property portfolio.
2. To receive, analyse, and action the defect requests and maintenance requests received via the Help Desk.
3. To develop an understanding of and subsequently be able to action tasks related to the financial systems in use by Property Services.

Date JD Revised:
Author:

4. 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.
5. To supervise the planned, reactive and minor projects/works relating to the Services property portfolio.
6. To liaise with appropriate station based staff and external contractors when property maintenance work is planned, undertaken and completed.
7. To demonstrate a good understanding of construction having achieved a recognised qualification / certificate from a relevant professional body and having obtained relevant construction experience.
8. 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.
9. 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.
10. To update and maintain the condition survey data to ensure effective maintenance planning and budgeting.
11. Attend monthly health and safety meetings and groups on property maintenance issues as required.
12. 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.
13. To ensure accurate records are maintained for property maintenance related projects / works which will enable timely and relevant information with early warning of potential difficulties.
14. To liaise with the Procurement Department on tender and quotation thresholds and rules in relation to procuring products and services.

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

NB: This role involves frequent travel between sites throughout the South Wales area.

