



## WEST LANCASHIRE BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Directorate:</b>	Housing and Inclusion Services
<b>Service:</b>	Property Services
<b>Section:</b>	Corporate Property Services and Environmental Works
<b>Job Title:</b>	Principal Facilities Surveyor
<b>Grade:</b>	PO2
<b>Designated Line Manager:</b>	Facilities Manager
<b>Directly Responsible for:</b>	Cleaner/Supervisor Senior Facilities Surveyor Public Facilities Caretaker Sheltered Maintenance Assistants Caretaker
<b>Car Categorisation of Post:</b>	Essential
<b>Purpose of Job:</b> To ensure the effective and efficient day-to-day management of the Corporate Property Services portfolio and the maintenance of Sheltered Housing schemes, including the cleaning services provided to these buildings.	
<b>Core tasks:</b> <ol style="list-style-type: none"> <li>1. Be responsible for the effective management of, cleaning services delivered to all buildings, ensuring required service standards are met</li> <li>2. Be responsible for the timely preparation, letting and management (including the resolution of contractual disputes) of capital investment schemes, programmed and cyclical works, and responsive repairs on the Council's property portfolio ensuring all statutory checks are carried out and suitably recorded</li> <li>3. Liaise with other Council services, Councillors etc. over performance of contractors, service standards and the priorities for maintenance or capital investment works</li> <li>4. Delegate work to team members, monitor individuals' performance and encourage consistent working standards for staff within the section</li> <li>5. Manage and help develop appropriate computerized information systems and introduce as required new information technology systems within the section</li> <li>6. Assist in the development and updating of policies and procedures to ensure the service is delivered in accordance with Council needs and relevant technical standards</li> <li>7. Assist with recruitment of staff required to deliver the work programme of the section</li> <li>8. Be responsible for all Health and Safety issues (including duties defined under the CDM Regulations) related to the work of the section and for identifying and providing appropriate development of all staff within the Corporate Property Services and Sheltered Housing Maintenance teams, assisting with all relevant Human Resource matters within the section in accordance with relevant policies as approved by Council</li> <li>9. To define programmes of work and prepare costed proposals to the Facilities Manager</li> <li>10. Provide advice and assistance to clients, prepare reports and attend meetings of Committees and Working Groups of Members or Officers as required, conduct all dealings in a professional manner, so as to promote confidence in, and satisfaction with, Property Services amongst other divisions, outside bodies, Councillors, council tenants and clients</li> </ol>	

11. Be responsible for monitoring the energy efficiency of Council's property portfolio, making proposals for prioritizing programmes of improvements and ensuring proper regard to energy efficiency issues is considered in all areas of maintenance an improvement activity
12. Be responsible for the provision of an effective and efficient out of hours emergency repairs service
13. Be responsible for the development and upkeep of a comprehensive record system of 'as built' property details and databases showing condition, servicing, asbestos management, digital mapping and energy efficiency
14. Ensure that the agreed strategic aims and objective of the Council are met in relation to the property portfolio and assist in the development and delivery of the Council's Asset Management Plan

**Customer Care:** To meet the Council's Standards of Customer Care at all times.

**Core Tasks:** To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

**Equal Opportunities:** The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**Health & Safety:** All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

**Legislation:** To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

**Training & Development:** To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

<b>Prepared by:</b>	John Powell	<b>Date:</b>	March 2019
<b>Approved by:</b>	William Berkley	<b>Date:</b>	March 2019