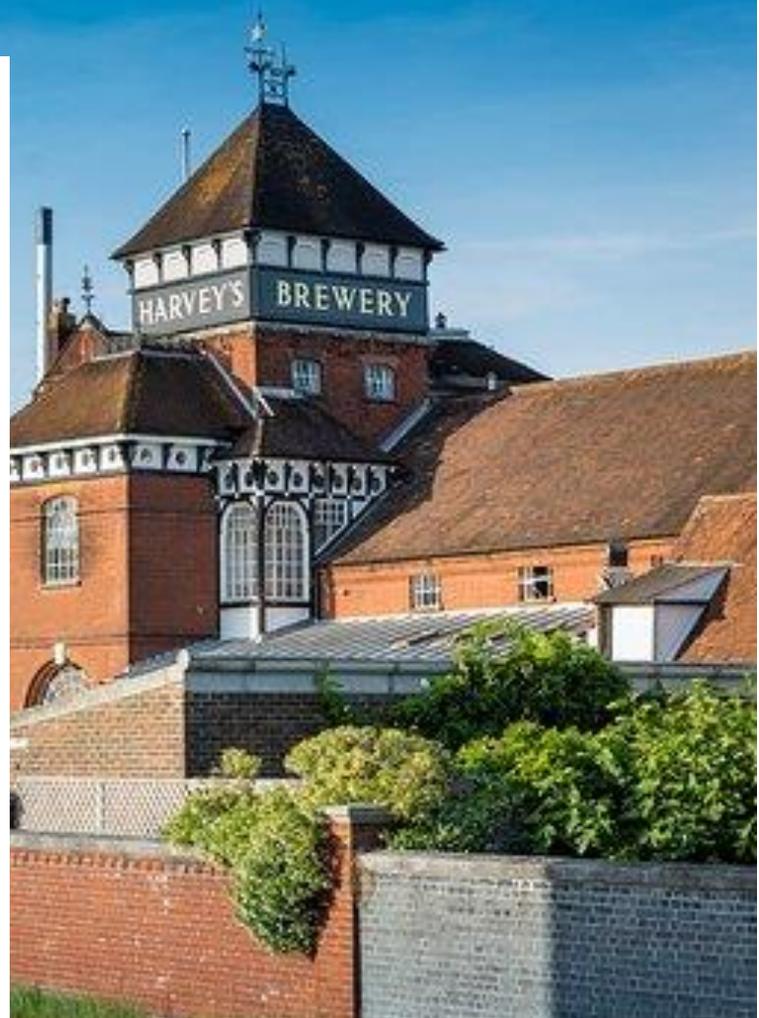


Job Pack

**Compliance and
Mechanical & Electrical
Contracts Surveyor**



Lewes District Council



Working in partnership with Eastbourne Homes

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Job Description

Post Title	Compliance and Mechanical & Electrical (M&E) Contracts Surveyor
Department	Property Services
Division	Homes First
Grade / salary	F
Reports to	Compliance and Mechanical & Electrical Contracts (M&E) Manager
Date prepared	July 2020

Job Purpose

1. Ensure the housing property portfolios of both councils are compliant with legislation, health & safety regulations, Homes First standards and are safe for residents and visitors.
2. To manage internal resources and service contracts with external providers to establish priorities and ensure both Councils comply with their statutory duties in relation to the housing stock and welfare of staff and contractors.

Key Tasks

1. Ensure appointments completed for gas safety, electrical safety, asbestos management, prevention of legionella, fire safety order, passenger lifts, working at heights and accident & incident investigations
2. Inspect and diagnose defects; apply relevant health and safety legislation and best practice to ensure policies, procedures and specified works are current and Homes First are compliant.
3. Manage and support the design, procurement and implementation of Compliance and M&E contracts and works including, domestic and commercial gas servicing contracts, electrical testing programme contracts, fire alarms maintenance contracts, passenger lifts contracts, prevention of legionella, asbestos surveying and removal, air source heat pumps servicing and maintenance, solar panels, disabled lifting equipment, dry risers, solid fuel appliances, chimneys, lightning conductors service and maintenance, portable appliance testing, emergency lighting testing, carbon monoxide detection, communal area cleaning contracts and fire-fighting equipment .

-
4. Complete and record full Fire Risk Assessments (FRA) and FRA reviews. Carry out PAT testing of Electrical portable appliances as required. Be a first point of contact for the contractors and monitor and ensure compliance and legislation is met for electrical hard wiring testing programmes, lift servicing contracts, fire alarm and emergency lighting servicing contracts. fire equipment servicing contracts.

Carry out CWST Tank inspections and temperature testing for Legionella L8 compliance; roof safety and harness inspections, solar panel inspections, ladder inspections; boiler houses and associated equipment checks. Manage Sprinkler and misting system contracts.

5. Produce method and risk assessments and specifications as required. Provide Health and Safety advice and support to the Asset Investment team, acting as Project Surveyor in identified schemes. Where appropriate write reports to refer repair work for inclusion in larger major repair programmes, and supervise works in progress.
6. Be fully cognisant with standard contract terms and bespoke supplementary conditions. Issue variation orders and further instructions as and when required.
7. Evaluate, approve or reject claims and invoices received from contractors in accordance with the terms of contracts and the Contract Procedure Rules and Financial Regulations.
8. Complete pre and post work inspections and sign off completed work. Deal with substandard work as per the provisions stipulated within contracts.
9. Investigate and respond to customer enquiries in a timely manner in accordance with service standards.
10. Investigate poor feedback and complaints received from residents and take immediate action to remedy dissatisfaction or manage the complaint following the Homes First complaints procedure.
11. Respond to enquiries from FOI requests, Councillors, MPs, Ombudsman and other statutory bodies.
12. Obtain fee proposals from specialists and consultants by issuing clear written briefs for the services required.
13. Instruct and manage specialist contractors and consultants and act as clerk of works where required to ensure objectives and standards are delivered.
14. Obtain tenders and quotations in accordance with the Contract Procedure Rules. Evaluate tenders and quotations, complete tender register and write tender reports with recommendations.

-
15. Issue orders to contractors, suppliers and consultants using the purchase order systems in place.
 16. Maintain appropriate records relating to Projects, Dwellings, Blocks, Tenancy Files, etc.
 17. Deal with insurance claims in accordance with the terms of the policy.
 18. Ensure section 20 notices are issued to leaseholders where required.
 19. Provide technical support to non-technical staff and the customer contact centre as and when required.
 20. Monitor and report on the performance of contractors engaged on service contracts and works related to statutory compliance.
 21. Undertake assessments to establish compliance with statutory duties in relation to asbestos, legionella, fire risk, estate safety and all other compliance areas.
 22. Attend contract review meetings with supply chain partners and estate walkabouts with housing management staff and resident groups.
 23. To undertake such other duties as appropriate to the grade and designation of the post as required.
 24. Ensure effective contract administration and project management.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Councils' activities
4. To understand and apply the council's Data Protection and Data Quality policy and procedures
5. Any other duties commensurate with the nature of the post.
6. You will be required to support Eastbourne Borough and Lewes District Councils' corporate priorities and to ensure business continuity e.g emergency response, elections, deployment to critical services.

7. To work within the councils' Core Competencies Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> • Understands the Councils' purpose, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council.
Self-Management – self-motivated and professional	<ul style="list-style-type: none"> • Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships. • Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION FOR COMPLIANCE AND MECHANICAL & ELECTRICAL CONTRACTS SURVEYOR

1. QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• GCSE or equivalent English & Maths• Recognised Building/Technical Qualification, for example degree or diploma in building surveying, estate management, facilities management or working towards formal relevant qualification. Or qualification by experience• Membership of a relevant professional body, i.e. RICS, CABE, IOCW, CIBSE, CIOB, NEBOSH, IFE, FPA.	

2. TRAINING

Essential	Desirable
<ul style="list-style-type: none">• Health & Safety (related to construction)• Asbestos Awareness• L8 Control of legionella awareness	<ul style="list-style-type: none">• Asbestos Management

3. SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Effective Communication skills (oral and written)• Excellent inter-personal skills• Financial awareness• Customer focus• Effective time management• Excellent team player• Ability to work under pressure and meet targets/ deadlines• Able to use Microsoft Office, Outlook, Word and Excel applications to a reasonable standard	<ul style="list-style-type: none">• Budget Management• Commercial Awareness

•Commercial Awareness	
-----------------------	--

4. KNOWLEDGE

<p>Essential</p> <ul style="list-style-type: none"> •Domestic Building Construction and Maintenance •Building Pathology •Health & Safety including CDM Regulations •Building and Planning Regulations •Schedules of Rates 	<p>Desirable</p> <ul style="list-style-type: none"> •Contract Law •Equality and Diversity •Statutory compliance relating to rented housing •Leasehold Management
---	---

5. EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> •Customer Care •Handling difficult situations •Responding to complaints •Contract administration •Project supervision •Diagnosing defects in buildings •Writing specifications and schedules of work •Estimating repair costs using schedules of rates •Managing insurance claims •Working with specialists and consultants 	<p>Desirable</p>
--	-------------------------

7. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> •Willingness to work within the councils’ core competency framework •An engaging, enthusiastic and positive manner with a strong “can do” approach •Have a suitable vehicle to use for work with business use insurance 	<p>Desirable</p> <ul style="list-style-type: none"> •
---	---

<ul style="list-style-type: none">• Able to work at heights - climb ladders and scaffolding• Ability to work out of hours to deal with out of hours contractor queries and to take part in the out of hours emergency stand by rota when requested	
---	--

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a Permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band F.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 32	£35,745	SCP 37	£40,876	SCP 42	£45,859
SCP 33	£36,922	SCP 38	£41,881	SCP 43	£46,845
SCP 34	£37,890	SCP 39	£42,821		
SCP 35	£38,890	SCP 40	£43,857		
SCP 36	£39,880	SCP 41	£44,863		

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

F Band and higher posts: Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Councils under the Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks.

Place of Work

Your normal place of work will be home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can support remote working and anticipate that, further to induction and training, presence in the office and site visits or other council activity will be at the required location and could be daily due to the nature of the work.

Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Essential User Car Allowance

In order to perform your duties, it is essential that you have available the use of a motor vehicle and, therefore, you will be paid an essential user car allowance. This allowance is reviewed annually and may be withdrawn or amended if the circumstances in which it is granted change.

You will be entitled to mileage as an essential user on official council business.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%

£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5% or 6.8%.