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# BRIGHTON & HOVE CITY COUNCIL JIN 3769

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:**  | Building Services Contract Manager |
| **Reports to:**  | Mechanical & Electrical Maintenance Manager |
| **Department:** | Facilities & Building Services |
| **Section:**  | Property & Design (Economy, Environment & Culture) |

**Purpose of the Job**

To manage and supervise Mechanical & Electrical (M&E) planned cyclical maintenance and minor project/remedial M&E and building fabric works under the direction of the Mechanical and Electrical Maintenance Manager, ensuring all building, services and equipment are fully compliant with relevant Health and Safety (H&S) legislation across Education, Civic (Public) and Social Care directorates.

To effectively contract manage all relevant contractors in each identified discipline to maximise the operating efficiency of buildings, installed plant, systems, and equipment to ensure compliance with current relevant legislation whilst monitoring and updating asset, maintenance, and compliance records.

To ensure satisfactory delivery of all services, contracts and works undertaken whilst considering best value for money options and the prioritisation of tasks relating to H&S regulations and building safety and security. To assist in the management of larger projects for other council departments, when requested, under the direction of the M&E Maintenance Manager to increase revenue for the Facilities and Building Services department.

**Principal Accountabilities**

To manage and supervise Mechanical & Electrical (M&E) planned cyclical maintenance and minor project/remedial M&E and building fabric works under the direction of the Mechanical and Electrical Maintenance Manager, ensuring all building, services and equipment are fully compliant with relevant Health and Safety (H&S) legislation across Education, Civic (Public) and Social Care directorates.

To effectively contract manage all relevant contractors in each identified discipline to maximise the operating efficiency of buildings, installed plant, systems, and equipment to ensure compliance with current relevant legislation whilst monitoring and updating asset, maintenance, and compliance records.

To ensure satisfactory delivery of all services, contracts and works undertaken whilst considering best value for money options and the prioritisation of tasks relating to H&S regulations and building safety and security.

To assist in the management of larger projects for other council departments upon request, under the direction of the M&E Maintenance Manager to increase revenue for the Facilities and Building Services department.

**General Accountabilities**

1. To undertake all aspects of the execution, supervision, implementation, and monitoring of M&E planned cyclical maintenance contracts and minor project/remedial M&E and building fabric works.
2. To ensure that all M&E systems comply with appropriate H&S regulations and provide fire prevention, gas, and electrical safety at all times. To ensure compliance by Contractors and relevant Council staff with all relevant statutory legislation and council requirements when working in all directorates within the council property portfolio.
3. To undertake periodic condition surveys and inspect all requests for planned repair and maintenance work to operational buildings and provide information to the M&E Maintenance Manager for use in the formulation of annual budget requirements.
4. To design and specify minor M&E and fabric maintenance works, prepare specifications, schedules of work and schedules of condition real. Obtain, appraise, and recommend acceptance of quotations and tenders. Assist in the preparation of contract documents, inspect, and supervise works on site, recommend payments in the accepted form, and settle final accounts including the measurement of variations and the resolution of claims. To supervise and administer contracts in accordance with the Council’s contract standing orders and financial regulations.
5. To be familiar with the key performance indicators (KPI’s) for contractors and consultants undertaking work for the Council. To monitor their performance including to record and file all relevant service/record/safety data sheets and report back to the M&E Maintenance Manager for their review as required.
6. To survey and advise the M&E Maintenance Manager about requested building services works. Provide budget costs and prepare project feasibility studies as required.
7. To liaise with and support the Facilities & Premises team in carrying out their duties in the operation of the Premises Help Desk to ensure consistency of customer service levels and communication.
8. To investigate and report on complaints concerning repairs and maintenance, as directed by the M&E Maintenance Manager, including those raised by elected member’s enquiries and to act where applicable.
9. To liaise with the council’s Compliance Manager to ensure statutory duties are performed on time and that records are produced and delivered within the contract specified periods.
10. To assist in training and supervision of team members. To be responsible for the implementation of H&S legislation in respect of employees and areas of the workplace under direct control of any given site responsible person.
11. To develop practices within the directorate/department that uphold and develop the principles of the City Council’s Inclusive Council Policy in relation to staff and to service provision.
12. To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy. In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:
* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
* To ensure that safe premises, equipment and working environments are maintained
1. Undertake such other duties appropriate to the grade and character of work as may reasonably be required within the department. Significant permanent changes to duties will require agreed revisions to the job description.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Section:**  | Property & Design (Economy, Environment & Culture) |

### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Educated to degree level or equivalent experience. Qualification in relevant professional trade standards such as City & Guilds or equivalent.
* A formal qualification or training in project management (PRINCE2 or equivalent) or comparable project management experience relating to facilities and building services.
* Thorough and up-to-date knowledge in maintenance principles and application of building services within new and existing operational buildings.
* An understanding of building service systems and plant, and their maintenance requirements.
* A sound knowledge of current legislative and Health & Safety requirements relating to work covered by a Facilities and Building Services Team and ensuring compliance is achieved across a large and varied property portfolio.
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| Experience | * Experience of managing and maintaining a large commercial property portfolio within the building services industry and achieving value for money outcomes.
* Experience in relation to the evaluation and application of innovative, energy efficient, and renewable building service schemes to appropriate projects and contracts.
* Experience in the legislation and application for the control of legionella within domestic water systems including the monitoring, management, and maintenance of water systems to comply with ACoP L8.
* Demonstrable professional experience relevant to commercial buildings and services within.
* Experience of working in a public sector environment.
* Experience in providing a high quality, customer focused service, meeting the needs of services users and maintaining the confidence of various client groups.
* Proven experience of monitoring and supervising Mechanical & Electricalterm maintenance contracts and dealing with reactive maintenance issues.
* Experience in successfully collaborating with internal and external organisations.
* Good knowledge of contractual and legislative requirements including contract management, monitoring, enforcement, tendering and procurement.
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| Skills and Abilities | * Ability to work under pressure, with minimal supervision, and to implement a wide-ranging work schedule.
* Ability to effectively prioritise responsibilities and to work in an organised manner.
* Ability to think creatively, to solve problems and to develop and implement new systems / procedures.
* Ability to work effectively with others, both individually and as a team member at all levels.
* Good oral and written communication skills, including the ability to present information and knowledge to groups of people in a range of different situations.
* Ability to write clear and concise reports for senior managers and for a range of other purposes.
* Effective research skills and the ability to maintain up to date knowledge on the technical aspects of the M&E environment and associated building matters.
* Ability to use a wide variety of computer applications including word processing, spreadsheets, databases and presentational programs, such as MS Word, Excel, Powerpoint, and CAFM systems.
* Excellent communication and negotiating skills, and ability to utilise tact and diplomacy.
* Good level of financial awareness and business acumen and the ability to effectively monitor budgets relating to the relevant contracts being managed.
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| **Equalities** | * To develop practices within the directorate/department that uphold and develop the principles of the City Council’s Inclusive Council Policy in relation to staff and to service provision.
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| **Other Requirements** | * Ability to work across a range of locations and environments due to nature of role.
* Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training.
* Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks.
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