

## **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's Department
<b>Division:</b>	Housing
<b>Post No &amp; Job Title:</b>	Senior Maintenance Officer (Gas)
<b>Grade:</b>	Grade 10
<b>Responsible to:</b>	Compliance Manager
<b>Responsible for:</b>	Multi-skilled Gas Operatives
<b>Main purpose of the job:</b>	To be responsible for ensuring that gas repairs are carried out competently and efficiently and that the Council remains compliant with landlord responsibilities in respect of gas.

### **Main Duties and Responsibilities:**

1. Undertake line management responsibilities for the Multi-Skilled Gas Operatives.
2. Working closely with the Repairs and Compliance Scheduler ensure that all properties remain compliant with landlord responsibilities in respect of gas, specifically the annual gas service.
3. Maintain record of all properties that are capped, and working closely with Neighbourhoods, Independent Living and Income teams to reduce the number of capped properties.
4. Deal with day-to-day enquiries from operatives regarding the repair job or servicing they are completing, include advice on whether additional work should be completed.
5. Be the duty holder responsible for gas work in the Council's housing stock and ensure that relevant accreditation is maintained.
6. Complete ad-hoc inspections to review quality of work, if issues are identified ensure that the operative is given training and additional guidance to address any concerns.
7. Ensure that risk assessments are followed and health and safety requirements are being met. If non-compliance is seen or reported, ensure that prompt action is taken to address this.
8. Complete a sample of post-inspections following completion of work, including obtaining feedback from tenants about the service.

9. Carry out a sample check of gas appliances serviced by external contractors to ensure compliance with the Gas Safety (Installation and Use) Regulations.
10. Work closely with the Customer Services Manager Housing Repairs to investigate and deal with day-to-day queries and complaints.
11. Regularly communicate key message to the team, including reminders about health and safety matters.
12. Understand legislative and Council requirements in relation to procurement, and adhere to these.
13. Provide technical advice to employees in the Housing service, including enquiries from visiting officers and operatives.
14. Deputise for the Compliance Manager in their absence.
15. Undertake any other relevant duties within the scope and grade of the post as may be required by the line manager or Head of Housing.

#### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

#### **SPECIAL CONDITIONS**

The post holder will be required to be on call on a rota system.

#### **RESTRICTIONS**

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

#### **NOTE**

The above job description sets out the main responsibilities of Senior Maintenance Officer (Gas) but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.