



# Assistant Asset Maintenance Condition Officer

## Grade 11

### Job purpose

This is an Assistant Asset Maintenance/Condition Officer role with technical and design responsibility for repairs and maintenance. Your responsibilities will extend across the service within a matrix arrangement, and you will ensure a joined up response to complex problems that may cut across the service and other directorates.

You will support staff, colleagues, elected councillors and partners to ensure that strategies and priorities are delivered effectively both for and in partnership with our customers.

You will liaise with clients on capital and revenue investments to define the scope of work required for asset improvements understanding the business needs, aims and objectives in meeting their desired outcomes.

You will manage and monitor external professional consultants and contractors involved in designing and implementing asset improvement works through the Council's framework agreements.

You will specialize in one of the following disciplines, Building Surveying, Building Fabric, Condition Surveying, Energy, Asbestos or Services Maintenance, in undertaking technical and design responsibility for a range of capital and revenue projects for the repair and maintenance of the Council's land and property assets, including multi-discipline and single discipline design teams for new build, refurbishment and remodelling building contracts.

You will be required to work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge, and experience (Building Surveying, Building Fabric, Condition Surveying, Energy, Asbestos or Services Maintenance) ensuring commissions are completed in full, to the quality, time, and cost requirements of the brief.

You will ensure maintenance and design teams are co-ordinated and projects of various complexities are produced using computer-aided design software and including contract documents appropriate to the commission and 'Form of Contract'.

You will be required to participate in an emergency 'out of hours' standby telephone duty system operating on a rota basis. And, by agreement, participate in a voluntary 'out of hours' emergency call out system operating on a rota basis.

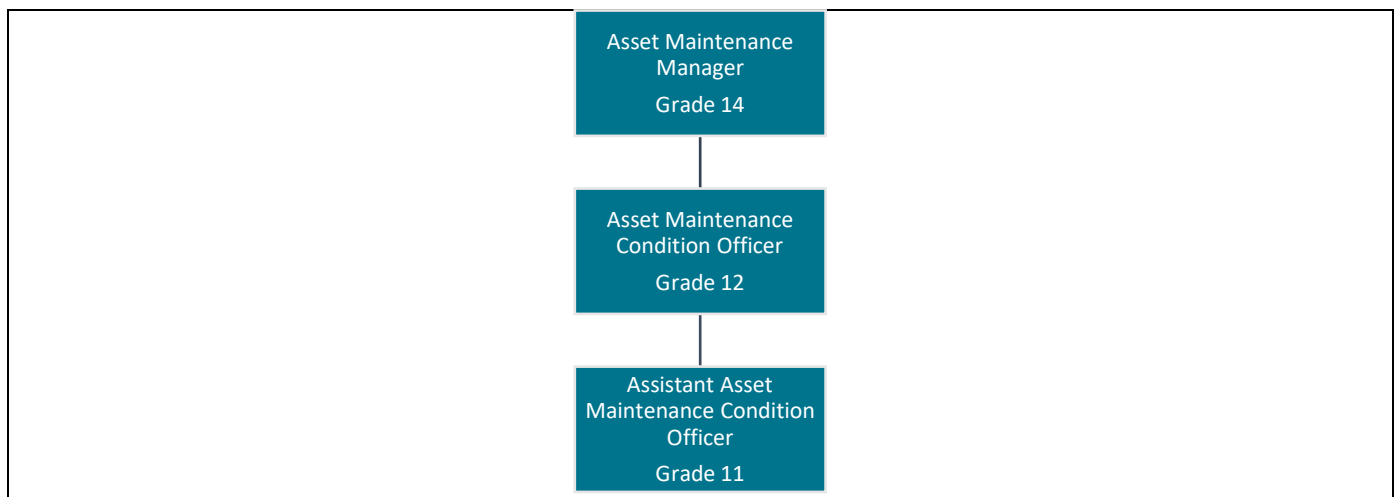
Extensive professional experience, strong negotiation, consultation and influencing skills are essential for this post, as is the ability to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Commission and deliver a repairs and maintenance programme to protect and improve the value of the Council's asset base.
- Successfully deliver and effectively manage capital and revenue projects within budget and to required standards.
- Determine good practices and promote the application of new technologies and techniques to achieve safe and cost effective methods for operational, maintenance and modification activities.
- Successful delivery of services through the development and maintenance of positive relations and communications with all stakeholders, partners, members, senior managers and service providers across all organisations.
- Support investment and delivery of the reduction of energy usage and carbon emissions

## Position of job in organisational structure



## Employee Specification

See Specific Job Focus Sheet.

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive

- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Building Services	Grading ID	62600
Job ID	80100086	Last Updated	February 2022
Job Focus	Yes	Career Progression	No

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	Yes	Other	No
Checked by HR	M Lunn		