

Job Description

DEPARTMENT:	Regeneration, Enterprise & Skills
DIVISION:	Capital Projects & Property Maintenance
SECTION:	Capital Projects & Property Maintenance
DESIGNATION:	Contract Officer (Fabric)
GRADE:	P02
POST NO.:	
REPORTS TO:	Maintenance (Responsive & Cyclical) Delivery Manager

Purpose of Job

Assist with the Responsive & Cyclical Maintenance Measured Term Contracts (MTC's) to ensure effective and efficient delivery of fabric works associated to the Corporate and Schools estates.

Development of Cyclical and Responsive repairs works programmes and delivery to ensure compliance in line with all statutory requirements.

Summary of main duties and responsibilities

1. Daily negotiation with external Measured Term Contracts of any emergency 'unscheduled works' to ensure Value for Money is achieved at all times.
2. Daily responsibility for scheduling and programming all Responsive repair works, prioritising emergency maintenance works across the Corporate and Schools estate that have any risk to life or limb.
3. Assist with the Contract Management of all MTC's ensuring all at all times that they comply with Health and Safety at Work legislation and other statutory legislation such as The Control of Asbestos Regulations 2012. Protecting the best interests of the Royal Borough of Greenwich.
4. Assist in the preparation of conditions of contract, specifications, bills of quantities, schedules of rates and other tender documents relating to the contract or agreement with the client.
5. Assist with the daily management of Building Cyclical & Responsive Maintenance contracts and the management of any sub-contractors for within the area of the post. This includes the achievement of professional standards and the meeting of tight deadlines.
6. Daily supervision of multiple external contractors and consultants delivering a number of different contracts on behalf of RBG.
7. Assist with the execution of all Building Cyclical & Responsive Maintenance contracts and agreements all specifications are met and that levels of performance, quality

targets, budgetary constraints and any other objectives are achieved. These will be as agreed with client representatives, the Maintenance Delivery Manager or as necessary in meeting statutory requirements.

8. Supervise contractors, including site inspections, testing, negotiation for and authorisation of variations in accordance with agreed guidelines, checking quantity and quality of work done and preparation of certificates for payment.
9. Conduct all necessary liaisons with statutory undertakers, surveyors, inspectors or fire officers to ensure works comply with statutory requirements.
10. Answer correspondence, queries, Freedom of Information requests and deal with complaints as directed and in accordance with agreed procedures.
11. Ability to write and present reports in connection with your teams work, in a non-technical format.
12. Attend meetings with clients, customers and interested parties (including external statutory bodies such as HSE) and deal with queries as requested. Represent the Council at Court Hearings if necessary.
13. Provide professional Building Management advice as required.

This post is an essential car users post.