



**Melton
Borough
Council**

Job description

Job title:	Planned Maintenance Officer
Post No:	109 C&N
Grade:	Band 8 to 0
Directorate:	Housing and Communities
Reports to:	Senior Planned Maintenance Surveyor

Purpose of the job

The role which we are recruiting for is a crucial part of the Housing Asset Team and focuses on researching, specifying, procuring and project managing the planned maintenance programme to ensure that decent homes standards are met.

We are looking for someone with asset maintenance experience as well as contract procurement and project management experience who is well organised, can deliver on time and within budget, and also understands the relationships between high quality asset management and supporting residents who live in those properties.

Main areas of responsibility

To identify planned maintenance requirements through inspections and data analysis, and to create and propose planned maintenance programmes.

Investigate and recommend material specification and preparing specifications and tenders for procurement in line with all associated regulation and internal procedures.

To manage programmes of work and individual projects from inception through to completion of the works. This includes leading on regular contract meetings independently and managing expenditure in line with the set budgets.

Ensure adherence to general health & safety requirements, and in particular around fire, water, gas, electric, damp/mould, asbestos management and CDM.

To identify and resolve complex repairs through planned maintenance project work.

Working with recognised tenant groups to develop tenant-focused services and programmes, as well as providing notification and consultation of projects.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

Experience, skills and knowledge

You will have an understanding and awareness of the needs of the whole community, particularly disadvantaged groups and the particular considerations around their planning needs.

A motivated, diligent and enthusiastic individual with a “Can do” attitude, who is team orientated and customer focussed with the ability to communicate effectively to a broad and diverse number of stakeholders.

A “Self-starter” who is tactful, diplomatic and flexible and can prioritise workloads and make effective, timely decisions to maximise customer orientated outcomes.

Developed profession skills and expertise in diagnosing disrepair to residential and commercial property and be able to specify technical construction projects.

An in-depth knowledge of the advantages and disadvantages of various construction methods and material types and usage.

Breadth and depth of understanding and knowledge of lifespans associated with various construction methods and materials.

Knowledge and understanding of commonly used aids and adaptations.

Knowledge of statutory and construction requirements in relation to FRAs, asbestos, gas servicing, fixed wire electrical inspections, lift maintenance and water hygiene.

Understanding of and commitment to Health and Safety legislation and guidance

Excellent working knowledge of Microsoft Office suite applications.

Qualifications

You will hold qualifications in English and Maths to a minimum standard of GCSE grade C or equivalent and a relevant construction qualification to HNC or higher. Or be able to demonstrate sufficient experience within the industry.

You will hold a full driving licence and have access to a vehicle for business

Date Reviewed: February 2025 Reviewing Manager: Jack Beddall/Stewart Bailey

use.