



Career Grade

Job title: Planned Maintenance Officer

Grade: Band 8 to 9 (Spinal Points 19 to 27)

Progression through the grades will be dependent on satisfactory performance, development, complexity and the availability of work at the appropriate level. Progression through the grades will be at the discretion of the line manager.

Performance will be monitored and feedback will be provided on a case by case basis, during 1-2-1's and through the appraisal process and will be measured using the following criteria:

- Quality of work
- Complexity of work
- Attendance
- Motivation
- Development
- Attainment of objectives/goals
- Competencies / Behaviours

Qualifications, Experience, Competencies and Behaviours

The post requires the post-holder to be qualified in building studies, or a commitment towards a HNC equivalent qualification if not already obtained

Band 8 – Spinal point 19 to 23

Demonstrable experience in a construction related role would be advantageous, however experience of working within a local authority or housing provider would be considered, combined with an understanding of the key principles and a desire to learn.

Working towards a relevant construction qualification equivalent to HNC or higher

To assist on the delivery of planned maintenance requirements through inspections and data analysis, and to follow planned maintenance programmes.

Ensure delivery of works in line with agreed material specification and assist in the development of specifications and tenders for procurement, in line with all associated regulations and internal procedures.

To manage programmes of work and individual projects from inception through to completion of the works, with assistance from the Planned Maintenance Team. This includes leading on regular contract meetings, with support from the team 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.

Assisting in the identification and resolution of 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

Band 9 – Spinal point 24 to 27

Demonstrable experience within a similar role with residential properties and delivering programmes of work for a landlord or housing provider

A relevant construction qualification equivalent to HNC or higher, or a construction trade background.

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 regulations 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.