



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Resources

AREA/DEPT: Corporate Assets

FAU:

SECTION: Building and Technical Services section

JOB TITLE: **PROGRAMMED MAINTENANCE AND DESIGN OFFICER (ELECTRICAL SME)**

REPORTS TO: Programme Maintenance and Design Manager

CURRENT RANK/GRADE: **F**

DATE: June 2020

1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To be the single specialist subject matter expert within their own specialism in electrical installations and design in providing and developing design and construction expertise into the modification of the existing estate and the development of major schemes within the estate strategy.

2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Be responsible for the full design and development, implementation and management of planned and reactive maintenance programmes, and schemes as subject matter expert in relation to electrical related matters delivering a high level of customer satisfaction and customer service to ensure the effective operation of the Police and Crime Commissioner's estate, ensuring all statutory undertakings are met in full.
- b) Design and then project manage major and minor construction works projects from inception to completion on site the authorization of payment of the final account. Including the design and development of schemes, feasibility studies, refurbishments and new build up to £1 million, specifying the work to be undertaken in appropriate detail, the contractor tendering process to obtain formal prices, evaluating the accuracy of those and appropriate authorization. The postholder must co-ordinate, facilitate and manage of all aspects of project development, from inception to completion, and delivery and the post inspection of work and authorisation of payments. Liaising with work

stream leaders and key stakeholders across the force to interpret their requirements into a completed project

- c) Carry out Condition Surveys of the entire estate for buildings, plant, machinery and equipment in relation to electrical related matters. Inspect and diagnose related problems and provide viable solutions to those problems via planned and recurring maintenance programmes.
- d) Provide support to undertake the pre and post inspection of building/plant work in relation to the electrical development and implementation of reactive, planned and recurring maintenance contracts and completing the contract supervision on site, ensuring compliance with estate and facilities management standards and legislative engineering and building service contracts.
- e) Prepare design drawings, specifications and tender documentation, schedules etc. for reactive, planned and recurring maintenance replacement/improvement and capital schemes to buildings, plant, machinery and equipment.
- f) Prepare, manage, monitor and report on revenue and capital budgets for the repair, maintenance, refurbishment and renewal of related items and programmed maintenance. Also giving cognizance to incorporating sustainable and carbon management development matters and environmental impact issues.
- g) Prepare performance management and Key Performance Indicator information in relation to contracts managed and present reports as appropriate and when required. Ensure that all statutory tests are undertaken in a timely manner and that all work is delivered in compliance with all statutory instruments.
- h) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety At Work Act 1974.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder must be a specialist / subject matter expert in the electrical discipline and ensure the required level of expertise for this role the post holder would be a full member of a recognised built environment related professional institute, preferably but not limited to IWFM, RICS, CIAT, CIOB or RIBA

The post holder will be educated to degree level or hold equivalent recognised Building and design qualification, minimum HNC or NVQ Level 4, with at

least 3 years post qualification experience within property maintenance and estate and facilities management sector

The postholder must demonstrate design and technical specification skills and development of designs into schemes. Also the ability to compile tender documents, including specifications, schedules, etc for replacement, improvements/maintenance to buildings, plant, machinery and equipment to form part for capital and revenue projects / schemes and convey that technical information to others by using various media

Extensive knowledge of working in a built environment and be able to project manage building or engineering schemes from inception through to completion.

Knowledge and experience in the operation of relevant statutory regulations, including asbestos, and an understanding of Health and Safety working practices and procedures is essential which needs to be demonstrated by a formal Institution of Occupational Safety and Health qualification (IOSH), and a Construction Skills Certification Scheme managing safety qualification, additionally an understanding of Asbestos working regulations would be desirable.

Proficient and experienced in Autocad computer aided design packages is required, together with the ability to understand and prepare working drawings.

A thorough knowledge and practical experience of PCC Standing Orders and Financial Regulations, together with Force Financial Instructions in the procurement of services.

Have knowledge of Sustainability and Carbon Management matters, also the Building Energy Management System to ensure opportunities where changes to the BEMS will deliver energy savings.

The post holder must have good interpersonal and negotiating skills with an ability to work to strict deadlines. Also excellent written and presentation skills to communicate effectively to Chief Officers Group, PCC and other Senior levels.

The ability to work in a large team, with a diverse workload is essential for the post holder, together with a flexible approach to work and an ability to work under pressure and meet deadlines.

It is essential for the post holder to have a full driving licence and suitable transport to travel to various locations throughout the Force.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No Police Powers

4. RELATIONSHIPS:

(a) *Supervisory responsibilities:*

None

(b) *Supervision Received:*

Line Manager is the Programmed Maintenance and Design Manager however the post holder must have the specialist professional capability and knowledge in their acquired discipline to deliver works.

The post holder will be expected to work and plan their own workload in line with customer requirements and Departments broad vision for service delivery.

(c) *Other Contacts:*

(i) *Within Merseyside Police:*

Working with the Project Team and other SME's and other section managers and to plan short / medium and long-term projects.

Direct liaison with Area Commanders and Departmental Heads concerning ongoing and future projects.

Regular meetings with internal customers to monitor the status of projects and make changes as required.

(ii) *Outside Merseyside Police:*

Contractors
Suppliers.
Specialist consultants
Local Authorities
Planning and Building Control Officers
Health and Safety Executive

5. CONTEXT:

(a) *Operating Environment:* (Services provided, work patterns, who are the customers).

To deliver building design requirements for planned and reactive maintenance programmes, and new build schemes.

Establish a culture of customer focus and satisfaction into all corporate asset deliverables. Customers are all Merseyside Police Personnel, volunteers and the public. Queries are numerous and varied, including requests for detailed technical information from customers and contractors.

The postholder works within the Force Flexitime Scheme but flexibility is required to meet the demands of the post

(b) Framework and Boundaries: (Policies and procedures which affect you and how these can be changed).

The post holder would be expected develop methods of working to meet the overall objectives set by the Head of Building and Technical Services. The post holder will have the opportunity to influence, change and add to procedures and methods of working.

The post holder has responsibility to work within

- PCC's Corporate Asset Strategy
- Institute of Workplace and Facilities Management (IWFM)
- Operational Policing Requirements
- PCC Financial Instructions and Standing Orders
- National Recognised Codes of Practice
- Local Authority Unitary Development Plans
- Force Standing Instructions
- Health and Safety Legislation
- Statutory Regulations
- Home Office Guidelines
- Best Value
- Departmental Policies and Procedure
- EU Directives

(c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

None

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: Project manage schemes up to the value of £1.00m

Staff: The postholder will be required to manage consultants, contractors and suppliers when schemes and project work demands

Other: Management of:
Suppliers
Specialist contractors including Asbestos Removal and Home
Office Approved equipment
Specialist Consultants

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The postholder must be a specialist in their acquired discipline.

The postholder is required to provide specialist technical building knowledge to project manage the planned and reactive maintenance programmes, also develop new build capital schemes or major refurbishments.

The post will possess strong leadership and interpersonal skills and will require a high degree of resilience to meet demanding targets and timescales.

The wide variety and broad range of demanding technical challenges involved in carrying out this role, together with the implementation of changes to legislation, ongoing improvements in technology and balancing staff with area needs will demand an open flexible mind with the ability to provide innovative solutions to complex problems.

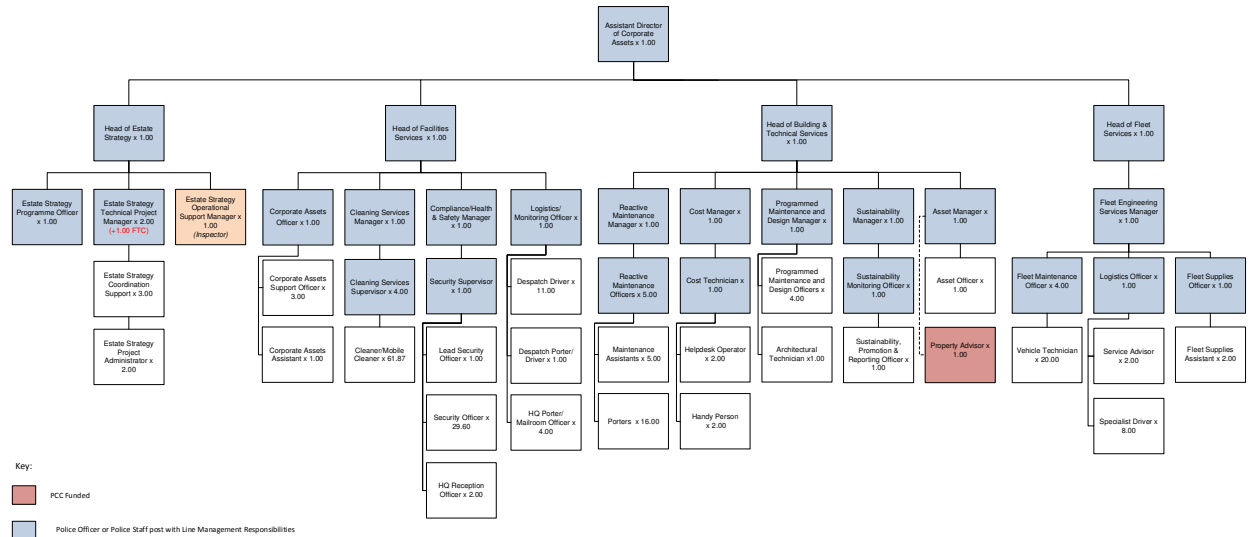
Ensure detailed planning and programming takes place to provide a cohesive maintenance programme with the minimum disruption to customers

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn