UNIVERSITY OF WARWICK

Job Description

Job title	Building Fabric Officer
Department	Estates – Operations - Maintenance Operations – Building Fabric
Grade	FA6

Job purpose (a brief summary of the role)	Assist in the management of the Building Fabric Services section with regard to maintenance of building fabric and public realm. To ensure that all statutory maintenance requirements are completed and documented, and that planned and reactive maintenance is delivered in accordance with the University service level agreements. To manage and deliver maintenance projects using university processes and systems.
Duties and responsibilities	**Management and organisation** 1. Manage the directly employed labour on a day-to-day basis in accordance with university policies and guidance for staff management. 2. Prioritise and schedule statutory, planned and, reactive maintenance, defect repairs, minor works and organize and deploy directly employed labour, engage specialist contractors as required, monitor service quality of completed works to comply with all necessary legislation and to the University's accepted standards. 3. Provide clear direction on maintenance standards, prioritise and schedule statutory, planned and, reactive maintenance, defect repairs and minor works, organise and deploy directly employed labour, engage specialist contractors as required, monitor service delivery standards to comply with all necessary legislation and to the University's accepted standards. 4. Management of section workshops, property, vehicles, tools and equipment in accordance with university policies and guidelines. 5. Assist with development of procedures and processes to contribute to the Estates Maintenance Strategy in support of the Universities Strategic Asset Management Plan. 6. Carry out Safe Systems of works e.g., Risk Assessments, COSHH assessments and ensure compliance. 7. Carry out and record regular H&S inspections as defined by the Maintenance Management Team and implement closure of actions. Carry out regular dip checks on staff performance. 8. Assist in the production and evolution of apprentice training program. Implement training program and monitor progress both practically and academically. Provide support and mentoring for all apprentices working within the section.

Project management and management of specialist contractors

1. Provide management and technical support regarding the management of contractors and delivery of projects:
    - in accordance with all University policies and guidance for the management of contractors and delivery of maintenance projects ensuring that work is undertaken to the University accepted standards and demonstrates value for money.
    - liaising with contractors and explain the problems so that the contractor can evaluate a repair solution and take over the work in a safe and timely manner.
    - ensure compliance with health and safety regulations, issuing appropriate permits, reviewing of Contractor's competence, risk assessments and method statements.
    - reviewing Contractor's works schedules to ensure University's statutory compliance obligations are achieved, ensuring timeliness of the maintenance activity/repair/installation, manage relationship with the contractor, accepting handover of completed works back from the contractor ensuring all certification, service records and reports are received in accordance with contract service level agreements.
    - provide regular feedback to the customer on the status of any repairs, review any actions taken and monitor repairs/installations to ensure business continuity.
    - undertaking regular Contractor's performance reviews and reviewing invoices against work completed.
    - assist in the writing of specifications for tenders.

Technical

2. Provide technical support and advice to all staff and contractors who have responsibility for maintaining building fabric and public realm across the University and arrange the necessary training to enable staff to perform their required duties.

3. Carry out practical site work where necessary to aid, assist and assess the supervised workforce and contractors.

4. Undertake technical and incident investigations as required by line manager, generate written reports to confirm findings, works completed, recommendations and maintain appropriate records.

5. Ensure appropriate Permits are in place via the Permit Office and review all supporting health and safety documentation, risk assessments, method statements, training records etc.
6. Oversee emergency response in line with the University Business Continuity plan
7. Support line manager to provide technical advice, works specification input and budget cost plans to assist in compiling the Estates 5-year financial plans. Undertake administrative duties, including provision of management information as required by line manager and the Estates office.

8. Promote a proactive culture towards reducing energy usage throughout the campus.

Communication

1. Communicate relevant information to the directly employed labour via regular team meetings and maintain effective communication with other departments where maintenance activities will impact on the building users' operations.

2. Arrange building services shutdowns with customers and building users

	3. Liaise with Estates and other University departmental staff to advise and assist with maintenance and defect repairs scheduling 4. Liaise with the stores' manager for ordering, delivery and collection of section consumables. **Financial** 1. Provide estimated cost for contracted services, minor works, arrange small works projects in line with the Estates department guidelines using approved contractors and the Estates' quote and tender limits policy, ensure work is completed to program, within budget, conforms to legislative requirements and to the University accepted standards. 2. Advise the budget holder with the product specifications and budget costs for specialist plant, tools, equipment and consumables required by the Estates Office/section **General** 1. To participate in the Maintenance Operations on call system as required. 2. To undertake any other duties from time to time that may be required, commensurate with the grade of the post.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A recognised building fabric apprentice background or equivalent and demonstrable experience is required in the building fabric services industry. HNC/D qualification in a relevant subject or equivalent preferred.	A & C
E2	Proven work experience of having worked within the building services sector including commercial, industrial and domestic settings, undertaking building fabric installation/maintenance works. Experience of planned preventative maintenance systems.	A & C
E3	Experience of managing direct labour and specialist contractors on maintenance, defect repairs and minor projects.	A & C
E4	Technically competent in building maintenance, fabric biased, thorough knowledge and understanding of diverse and complex buildings.	A & C
E5	Proven ability to assess problems, provide solutions and mobilise resources and expertise to implement solutions to complex problems.	A & C
E6	Good verbal and written communication skills to enable the post holder to report on actions taken to remedy faults and to understand O&M manuals. Good customer service skills.	A & C
E7	Autonomous and self-starter is essential with excellent organisational skills and the ability to prioritise, maintain records, action plans and documentation up to date at all times is essential.	A & C
E8	Computer literacy with Microsoft Outlook, Word, Excel, PowerPoint, MS Project is required.	A & C
E9	Good understanding of statutory compliance and the Health and Safety requirements for themselves, staff and contractors at all times, job specific and generally. An up-to-date awareness of Health and Safety is required.	A & C
E10	Must be a good negotiator and have the ability to empathise with customers needs to provide and promote excellent customer service.	A & C
E11	Proven track record in the management of passive fire prevention maintenance measures e.g. Fire doors and compartmentation.	A & C
E12	Experience of the safe use of Hydraulic/Manual lifting platforms.	A & C
E13	Experience of the safe use and erection of mobile tower scaffolding.	A & C
E14	Knowledge of Safe Entry into Confined spaces using emergency escape breathing apparatus.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Member of a related professional institute such as RICS or the CIOB	A & C
D2	Formal project management qualification or equivalent experience	A & C
D3	IOSH Managing Health & Safely Certificate	A & C