JOB DESCRIPTION

JOB TITLE: Senior Technical Officer

POST NO: 

SCP: Scale 8

DEPT/SECTION: Commercial Services
Operational Services Division

RESPONSIBLE TO: Senior Project Officer

RESPONSIBLE FOR: Technical officers, trades persons and contractors on various projects.

MAIN PURPOSE OF POST:
Planning, organisation and controlling the provision of service contracts and programmes including new contract schemes. Coordination, quoting and supervising the Councils Commercial Works new business. Identifying new areas to grow the commercial works that the Council undertakes.

Create and maintain IT programmes. Supervision of operatives and Technical Officers. Control and implement all health and safety requirements as per legislation and Council policy.

DUTIES AND RESPONSIBILITIES
The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

1. Preparation of estimates and tenders – liaise/report to senior management on tender submission.
2. Enforce Health and Safety Legislation on site to include direct employees, contractors and visitors. Carry out risk assessments and implement these as needed.
3. Create data base and other IT programmes to effectively manage service contracts.
4. Analysis of planning of manpower materials and other resources. Organisation and management of the site based workforce including workload allocation, maintaining discipline and handling low level grievance issues.
5. Investigate and respond to complaints from tenants or tenants representatives.
6. Supervise both operatives and Technical Officers.
7. Procure material, plant and equipment via recognised systems.
8. Liaise with all trade supervisors on programmes, standards and progress of works.
9. Liaise with Clients and Clients agents (Architects etc)
10. Planning tasks and setting of bonus targets.
12. Inviting quotations from sub contractors and settlement of accounts.
13. Prepare and apply for interim valuations and assist with final account preparation.
14. Setting out of the works.

Job desc. Senior Project Officer
15. General assistance in ensuring the efficiency and viability of contract works undertaken.
16. Deputising and assisting as necessary with other technical staff.
17. Input and manipulate electronic data
18. Produce management information reports
19. Organise, conduct and document all training as required
20. Assist with design work if needed.

Any other duties which are equal/similar to the responsibility level and grade of the post.

To be aware of, and implement, the Council’s Equal Opportunities Policy.

SPECIAL FEATURES OF THE POST

You may be required to carry out those duties at your present workplace or at another Council site.

You may also be required to work outside of normal office hours during the management of various contracts including assisting where required with the out of hours emergency service provision. From time to time you may be required to attend appointments or meetings in the early evenings or on Saturdays.

You may need to deputise periodically for your line manager and you will need to adopt a flexible approach to covering the duties of absent colleagues on the same grade as yourself.
PERSON SPECIFICATION

DEPARTMENT/SECTION    Commercial Services/Operational Services

JOB TITLE             Senior Technical Officer

SKILLS / KNOWLEDGE / ABILITIES

ESSENTIAL

Be self-motivated and, to a large degree, be self-supervising
Ability to read and record data accordingly
Ability to work flexible hours
Ability to write reports to client departments re progress and budgets etc
Be able to take office quantities and prepare estimates for construction projects
Be familiar with and be able to operate the standard method of measurement
Ability to measure works accurately and prepare interim statements and financial accounts
Ability to calculate craft bonus targets and/or other performance related payments
Good communication skills
Able to effectively deliver training to site personnel
Detailed knowledge of Health and Safety legislation
Detailed knowledge of Asbestos Regulations and Duty Holders responsibilities
Detailed knowledge of working at heights and inspection and testing of equipment
To understand and operate various standard forms of contract, eg JCT
Conversant with IT processes in particular creating databases and maintaining
information, spreadsheets etc
Ability to produce computer design work

DESIRABLE

Knowledge of the pre and post tender processes
Negotiation skills

EXPERIENCE

ESSENTIAL

Must be experienced in supervision of a multi-skilled workforce
Demonstrate experience of appointing sub-contractors and supervision of same including
authorising payment of accounts
Experienced in report writing and the provision of management control information
Minimum of 2 years experience at supervisory/contracts management level
Be experienced in resource management.

DESIRABLE

Experience in controlling multiple sites

QUALIFICATION / TRAINING
ESSENTIAL

Trade related qualifications to ONC level (City & Guilds/NVQ Level 3 etc) and/or CIOB / appropriate IT qualifications

Hold a current driving licence

DESIRABLE

Supervisory, technical or managerial qualifications ONC/HNC NVQ Level 4