

JOB DESCRIPTION

JOB TITLE:	Gas Technical Manager	JE NUMBER: A13657
DIRECTORATE:	Housing	BAND: 9
RESPONSIBLE TO:	M&E Operations Manager	
RESPONSIBLE FOR:	Providing specialist technical support and assurance for housing and CBC owned public buildings domestic & commercial gas repairs, capital (heating upgrades), gas servicing, solid fuel appliance servicing, commercial gas and plumbing ensuring full compliance with statutory and regulatory requirements. Gas functions across the service contribute to the HPS revenue and capital budget (c£20m). Provide professional gas oversight, technical assurance and operational leadership to deliver safe, efficient, high-quality services across the housing stock. The role ensures that gas works are delivered to required standards, to budget, and in line with health and safety legislation, landlord compliance duties, and customer service expectations	
MAIN PURPOSE OF POST:	To act as the service's technical expert for domestic and commercial gas systems, providing professional advice, quality assurance, and operational support to ensure safe, compliant and efficient delivery of gas repairs, servicing, planned maintenance and heating upgrades The postholder will support the M&E Operations Manager in maintaining high standards of safety, regulatory compliance, value for money and customer service across a significant revenue and capital programme.	

DUTIES AND RESPONSIBILITIES:

1.	Provide specialist technical advice and guidance to domestic and commercial gas engineers, ensuring all works meet statutory, regulatory and industry standards.
2.	Carry out quality checks and address any issues identified, to ensure continuous improvement of the service.
3.	Authority to approve or reject gas works or servicing outcomes.
4.	Provide support and supervision to Gas engineers on site. Reporting issues and concerns to the Gas Workforce manager.
5.	Carry out technical inspections, audits and quality checks, identifying issues and ensuring corrective actions are implemented.
6.	Support the planning and delivery of gas repairs, servicing (including solid fuel appliance servicing), capital heating upgrades and commercial gas works.
7.	Final technical decision-maker for disputes between engineers, contractors, and managers

8.	Responsibility for interpreting new gas legislation and updating internal policies
9.	Lead on enforcing gas safety rules, safe systems of work and technical procedures.
10.	Ensure all gas-related activities comply with Gas Safety (Installation and Use) Regulations, relevant British Standards, and landlord compliance duties.
11.	Survey and plan the management of tasks relevant to the service area.
12.	Authority to stop unsafe work and enforce compliance without escalation
13.	Provide financial information to support income to HPS
14.	Identify opportunities to improve service delivery, reduce risk and enhance value for money.
15.	Monitor progress of gas works, ensuring quality, efficiency and adherence to required standards.
16.	Conduct toolbox talks, technical briefings and knowledge-sharing sessions to support continuous improvement.
17.	Responsibility for ensuring compliance with Gas Safety (Installation and Use) Regulations and Landlord Gas Safety Record (LGSR) compliance
18.	Assist with developing the council's Gas Safety Strategy
19.	Assist with long-term asset planning for heating systems and renewable heating systems
20.	Responsibility for ensuring Housing stays compliant with the Regulator of Social Housing's safety requirements
21.	Responsibility for overseeing multi-site heating upgrade programmes
22.	Assist with cost forecasting, budget monitoring, and financial risk management
23.	Ability to produce high quality reports and produce other management information
24.	Work closely with Central Services Manager providing technical support and specifications to ensure materials, procurement tenders, services and equipment are available for the delivery of repairs and maintenance
25.	Ensure compliance with all health and safety requirements, including risk assessments, asbestos awareness, PPE, vehicle safety and safe working practices.
26.	Take responsibility for addressing / reporting any hazards identified during site visits and ensure appropriate action is taken.
27.	Support the M&E Operations Manager in investigating all accidents, incidents and near misses, and ensuring any learning is shared and improvements implemented.
28.	Maintain accurate technical records and contribute to compliance reporting and performance monitoring.
29.	Maximise the use of IT to deliver efficiency and performance improvement.

30.	Work collaboratively with Workforce and Delivery Managers, Technical Coordinators across Housing Property Services and be flexible where required to ensure overall service targets are achieved.
31.	Deputise for the M&E Operations Manager undertaking the responsibilities of the Gas Safe Duty Holder
32.	Respond to customer enquiries in a polite, timely and professional manner, providing clear technical information and resolving issues where possible.
33.	Provide support, guidance and advice to apprentices, and to newer employees within the team, helping them through their induction.
34.	Support Operational Managers during emergencies or business continuity events, providing technical input as required.
35.	Required to undertake and apply Designer duties under the Construction (Design and Management) Regulations 2015, ensuring work is planned and specified to eliminate, reduce, and control risks, and that all relevant information is provided to HPS operatives to enable safe delivery.
36.	Deputise for the M&E Operations Manager, including undertaking the responsibilities of the Gas Safe Duty Holder in their absence and to ensure line management support for gas engineers.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	X
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Gas Technical Manager	JE NUMBER:	A13657
DIRECTORATE:	Housing	DATE:	2026

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Excellent written and verbal communication skills.	AF / I
•	Ability to provide technical guidance to engineers and support continuous improvement.	AF / I
•	Strong IT skills, including use of mobile technology, asset management systems and Microsoft Office	AF / I
•	Ability to produce high quality reports and produce other management information	AF / I
•	Finance and budget management skills	AF / I
•	Strong analytical and problem-solving skills, with the ability to diagnose complex technical issues.	AF / I
•	Effective planning and organisational skills, with the ability to manage competing priorities.	AF / I
•	Knowledge of health and safety legislation, risk management and safe systems of work	AF / I
•	In-depth knowledge of domestic and commercial Gas Safety (Installation and Use) Regulations, landlord compliance duties and social housing standards.	AF / I
•	Comprehensive knowledge and understanding of delivering repairs and maintenance to social housing stock	AF / I
•	Ability to work collaboratively across teams and build effective working relationships	AF / I
•	Knowledge of health and safety legislation, risk assessments, safe systems of work and asbestos awareness.	AF / I
•	Knowledge of regulatory expectations including the Regulator of Social Housing and Housing Ombudsman requirements.	AF / I
Desirable		
•	Detailed knowledge and understanding of Regulator of Social Housing and compliance and building safety requirements	AF / I
•	Knowledge of construction, building services or multi-trade maintenance	AF / I

•	Ability to deliver technical briefings, toolbox talks or training sessions	AF / I
•	Experience acting as a statutory Gas Safe Duty Holder	AF / I
EXPERIENCE		
Essential		
•	Significant experience of delivering and managing all aspects of domestic and commercial gas repairs, capital (heating installations, full or upgrade) and servicing functions in a social housing organisation	AF / I
•	Experience of carrying out technical surveys, inspections, audits and quality assurance checks	AF / I
•	Experience of working within a local authority, housing association or social housing landlord setting	AF / I
•	Experience of working in the construction industry, building services or maintenance industry	AF / I
Desirable		
	Experience of engaging directly with tenants and residents	AF / I
	Experience of working collaboratively with trade unions	AF / I
QUALIFICATIONS		
Essential		
•	Degree-level qualification in a relevant field or substantial senior technical experience in domestic and commercial gas compliance, building services or social housing.	Qualification / Certificates
•	Current ACS certification (e.g., CCN1 and relevant appliance modules, CENWAT, HTR1, CKR1 & MET1) and meet the requirements for Gas Safe registration.	Qualification / Certificates
•	Current driving licence	Qualification / Certificates
Desirable		
•	Health and safety qualification (NEBOSH/IOSH or equivalent)	Qualification / Certificates
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	AF / I
•	To perform the job role in accordance with the specified level of the council's Competency Framework	AF / I

•	Commitment to self-development, service improvement and organisational effectiveness	AF / I
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Level: 2		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Level: 2		
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all.	Interview
Level: 2		

	For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 2		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver	Interview
Level: 2		

	operational excellence and creating the most appropriate and cost effective delivery models for public services	
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 2		