# PCCLogo-Landscape

# JOB OUTLINE

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| **Directorate: ENVIRONMENT AND PROPERTY** | | **Section: OPERATIONAL PROPERTY** | |
| **Post No: EPOP02003** | **Designation: TECHNICAL OFFICER – ELECTRICAL SERVICES** | | **Grade: 10** |

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| Purpose of Job:  To provide technical support to the Operational Property Division with specific responsibility for the duties referred to below, providing an efficient and effective, customer-focussed service, in accordance with the Council’s Aims and Objectives |
| Role:  Preston City Council’s Operational Property Division is responsible for the maintenance and repair of the authority’s Public Buildings and Investment Properties  The post holder will become a member of the Technical Building Team which is responsible for the following areas of work in relation to all Council-owned property:   * Organising & coordinating the maintenance, repair & minor works required to all Council property & assets, including listed property such as the Harris Building, Town Hall & the Cenotaph, together with miscellaneous Parks Pavilions & Depots * Providing technical support on all Mechanical & Electrical Services-related issues, including: * Fire & Security Alarm systems * Closed Circuit TV systems * Electrical Inspections * Miscellaneous Electrical Services * Heating, Ventilation & Air Conditioning systems * Hot & Cold Water systems * Gas Services * Other Mechanical Services, such as lifts and escalators, * Management & control of asbestos, including the undertaking of surveys to determine the levels of asbestos and commissioning of testing where necessary. The team is required to make recommendations on the management, containment and/or removal of asbestos as appropriate * Management & control of Legionella bacteria in water systems and the commissioning of Legionella risk assessments, testing, disinfection & cleaning as appropriate to ensure compliance with current water hygiene services-related legislation * Undertaking Stock Condition Surveys of Operational & Investment Properties to support the preparation of the Council’s Capital Programme for repairs & improvements to property & assets * The team also assists the Facilities & Energy Manager in carrying out Fire Risk Assessments of both Operational & Investment Property   The post holder will not be expected to have experience of all of the above areas but will be one of three Technical Officers who, together with the Buildings Manager, will operate as a team to manage the above responsibilities.  Main Duties/Responsibilities:  The role will include the following specific duties:   * Supervision of operational staff and contractors of various trade disciplines * Responsible for organising and supervising maintenance of a variety of operational and investment properties * To carry out stock condition surveys of Operational & Investment Property, including the assessment of future maintenance/improvements in order to feed into the Council’s capital programme * Providing appropriate design advice in the preparation of schemes relating to the refurbishment of operational and investment property * Assist in the preparation of contract drawings, specifications and contract documents as & when required * Provide contract administration, programme development and project management, including dealing with disputes, claims and final account settlements * Undertake the role of Clerk-of-Works on various projects * Provide advice to clients and other sections of the Council with regard to property-related issues * Organising, chairing & recording Client Liaison Meetings as required, on behalf of the Operational Property Manager, including following-up with colleagues on actions raised * Assist in the preparation and monitoring of capital and revenue budgets * Provide support and advice to other Council departments on issues such as Health and Safety, CDM and other property-related legislative matters * Liaison with statutory bodies and other design disciplines, assisting in the delivery of coordinated projects * Assist in the preparation of reports on building-related issues to colleagues, Cabinet Members and Council Committees, as required * Support the Operational Property team with routine maintenance & minor works on site if required * Undertake a role as a member of the call-out team if required   **Specialisms of this post:**   * The post holder will be a Qualified Supervisor in line with the National Inspection Council for Electrical Installation Contracting (NICEIC) & will be responsible for the quality & compliance of the day-to-day work of the Authority in respect of electrical services, working to support the Buildings Manager, who will be the Principal Duty Holder * To providing support & assistance to the Facilities & Energy Officer with specific responsibility for the above Building Services-related issues * Undertake a role as a member of the call-out team if required   **Additional Duties:**   * Emergency Planning: in a peacetime emergency, support your section in the roles and responsibilities that may be required to maintain essential services * Such other duties and responsibilities appropriate to the post or grade, as agreed by management * NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council’s equality standards.   **Date Produced: May 2025** |

Position in Departmental Structure:-

**Operational Property: Directory Structure – 2025**

**Operational Property Manager:**

**Procurement Manager:**

**Buildings Manager:**

**Facilities & Energy Officer:**

**Principal Quantity Surveyor:**

**Senior Admin Officer:**

**Senior Town Hall Attendant:**

**Admin Officers:**

**Technical Officers:**

**Technical Officer (Electrical):**

**Town Hall Attendants:**

**Technical Assistant:**

**Trade Operatives:**

**Electricians:**

**Plumbers:**

**Joiners:**