# **JOB DESCRIPTION**

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| **POST NUMBER:** | CH134 & CH118 | **GRADE:** | H | **JE REF:** | | A2114 | | |
| **DATE REVISED:** | March 2021 | | **POLITICALLY RESTRICTED:** | | | | | No |
| **POST TITLE:** | Senior Gas Officer | | | | | | | |
| **DEPARTMENT:** | Housing | | **SECTION:** | | Housing Property Services | | | |
| **POST HOLDER:** | Vacant | | | | | | | |
| **EMPLOYMENT STATUS:** | Permanent | | **END DATE** (if applicable)**:** | | | | N/A | |
| **CAR ALLOWANCE:** | Essential | | **DBS CERTIFICATE:** | | | | None | |
| **PROFESSIONAL FEE:** | One per annum | | **HOURS OF WORK:** | | | | 37 per week | |
| **REPORTS TO:** | Assistant Manager (Compliance) | | | | | | | |
| 1. **Job Purpose**   As Senior Gas Officer, the post holder is responsible for the effective delivery of gas, solid fuel and renewable technology servicing, maintenance and upgrade programmes to the Council’s housing stock.   1. **Job Dimension**   To assist with the formulation and implementation of annual programmes of planned and cyclical maintenance for gas, solid fuel and renewable technology servicing, maintenance and upgrade programmes.  To undertake the on-site supervision of planned and cyclical maintenance contracts for gas, solid fuel and renewable technology services and other works.  To assist in the development and review of the Council’s service standards, specifications and contract documents for gas services and other works.   1. **Organisational Structure**   The Senior Gas Officer reports to the Assistant Manager (Compliance).   1. **Key Responsibilities**   To undertake the on-site supervision of contracts for gas, solid fuel and renewable technology services, central heating upgrades and other works; including liaison with service customers, contractors, the measurement of works on site, and assisting with the preparation of valuations and final accounts.  Arrange and administer regular contractor performance review meetings to enable contractor performance to be scrutinised and record and monitor any required actions.  Actively monitor the service provided by contractors and challenge poor performance where required.  Ensure suitable controls and procedures are in place, appropriate to the requirements of the project, for checking the quality of workmanship, standard of information provided and service standards.  Ensure works orders are raised promptly and accurately to enable works to be carried out at the earliest opportunity and to specification.  Proactively maintain accurate records to ensure compliance is met and make the records readily available for all that may need them.  To assist with the effective monitoring of other compliance areas with support from Officers within the Housing Property Services team when required.  To issue enforcement notices regarding items of gas equipment deemed not in accordance with the Building Regulations or the Gas (Installation and Use) Regulations 1998.  To assist, following consultation with service customers, in the development, formulation and implementation of annual programmes of planned and cyclical maintenance for gas, solid fuel and renewable technology servicing, central heating upgrades and other works which are in accordance with the Council’s Housing Maintenance strategy and plan, the Council’s agreed service standards, specifications and contract requirements.  To assist in assessing the condition of the Council’s housing stock and to contribute to monitoring the efficiency and effectiveness of the delivery of services provided by Housing Property Services and to recommend appropriate action to address any problems identified.  To assist in the development and review of the Council’s service standards, specifications and contract documents for gas, solid fuel and renewable technology servicing, central heating upgrades and other related works programmes, taking into account feedback from service customers, the implications of new legislation, the availability of new products and “best practice” from other housing providers.  To assist in maintaining an integrated property database for the Council’s housing stock.  To assist with the procurement of contracts in relation to central heating installations, servicing and maintenance.  To undertake legionella risk assessments if required in line with Council policy.  To liaise with colleagues within the Housing Maintenance and Tenancy Services sections regarding proposals and progress in respect of planned maintenance programmes for the Council’s housing stock.  To prepare reports, compile statistics and assist in the monitoring and management of a range of budgets and Key performance indicators.  To participate in the formulation and implementation of plans to ensure the continued improvement of both housing property and other housing services.  To attend any officer working parties and meetings of tenant/resident groups.  To receive and acknowledge requests from service customers for all housing or housing related services and to liaise with the appropriate section to ensure that action is taken in respect of the service request.  In line with the above responsibilities, to provide similar advice and assist with the delivery of contracts in relation to gas, solid fuel and renewable technology servicing and heating installations to the Council’s corporate portfolio of properties.  To deputise for the Assistant Manager (Compliance) as and when required.  To undertake any other duties that may be specified from time to time by the Assistant Manager (Compliance).  Note  The post holder will be required, on rare occasions, to attend meetings during the evening and at weekends.   1. **Decision Making**   The post holder will be required to make decisions relating to events and conditions on site in respect of the day to day dealings with contractors and the public within the context of set policies and procedures of the Council and under the guidance of the Assistant Manager (Compliance).   1. **Complexity/Problem Solving**   Whilst the issues with which the post holder will be dealing may be complex and involved, the range of available solutions should be found from within set procedures and policies.  Where such policies and procedures do not provide the solutions to problems, the post holder will consult with more senior officers.   1. **Impact on End Results**   The post holder will occupy a key position within the section and will have an important impact on the delivery of housing property services, especially around gas compliance and will influence the achievement of objectives set out by Housing property services including decent homes standard, gas, asbestos, legionella and fire compliance.   1. **Knowledge and Skills**   The post holder will be required to have attained the following ACS qualifications:-   * Core Gas Safety (CCN1) * Wet Central Heating boilers and water heaters (CENWAT) * Gas Fires (HTR1) * Cookers (CKR1) would also be advantageous.   The post holder shall have ‘Gas Safe’ registration or should have the prerequisite qualifications and be willing to undertake and maintain ‘Gas Safe’ registration.  The post holder will have a thorough knowledge of the gas safety regulations and legislation, including relevant building regulations in relation to gas and solid fuel maintenance, servicing and installation.  The post holder will be able to demonstrate knowledge of general building construction and contract management.  The post holder will have knowledge of current asbestos, legionella and fire regulations and have an understanding of how these items impact on service delivery.  The post holder will have significant demonstrable experience working within the building industry and ideally have significant demonstrable experience within a social housing environment.  The post holder will have experience of renewable technologies such as Heat pumps, Solar panels and MVHRs. Ideally holding a recognised qualification or be willing to take the relevant training.  The post holder will be proficient in the use Microsoft Office Packages, with the proven ability to develop Asset Management software to improve effective working methods.   1. **Communication and Contacts**   The post holder will be involved within the Council (Members and Officers) and with external agencies, Tenants’ and Residents’ Groups and the general public.  The post holder will have strong communication skills as they will be required to report verbally and in writing to the Assistant Manager (Compliance).  The post holder will be required to give housing advice to the general public and external agencies.   1. **General Principles**   Training and Development  Each employee has a responsibility to develop the skills, knowledge and ability required to meet the challenges of their own job and the objectives in their Service Area’s Business Plan.  Supervisors, especially, are charged with the responsibility for holding development discussions with employees, either individually or in groups, to ensure compliance with the Council’s Personal Development Review Process.  Equal Opportunities  The Council is committed to ensuring equality of opportunity and to the principle that employees should be entitled to work free from intimidation or harassment.  All employees have a responsibility not only for their own behaviour but for the behaviour of others regarding equality of opportunity. Any act of discrimination must be avoided and any incidents reported accordingly.  Safeguarding Children  The Council is committed to promoting a culture which safeguards children in line with The Children Act 2004. Employees are expected to carry out their role and responsibilities with due regard to the welfare of children at all times. The Council is committed to ensuring that all employees are supported in respect to their safeguarding children duties.  Health and Safety  The Council recognises its responsibility as an employer to provide a safe and healthy working environment for all employees and accepts the obligations imposed by the Health and Safety at Work etc. Act 1974 and subordinate legislation.  Employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and to comply with the Council’s health and safety policies or procedures.  **The duties of the post may be varied by the deletion of any of the tasks specified or by the addition of associated work.** | | | | | | | | |

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| **The Job Description has been agreed by:-** | |
| **Job Holder:** | **Date:** |
| **Manager:** | **Date:** |