|  |  |  |
| --- | --- | --- |
|  | **POST TITLE:** | Electrical Manger (Maintenance) |
| 1. **2.** | **POST NUMBER:** | R&M 38 |
| 1. **3.** | **GRADE:** | Grade 12  Job Evaluation Ref No: N9164 |
|  | **LOCATION:** | Your normal place of work is Meadowfield Depot. However you may be required to work at any council workplace within County Durham County Council |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post. Please note normal working hours for operational staff are 8.00am to 16.30pm Monday to Thursday and 8.00am to 15.30pm on a Friday. It is expected that all operational Managers will take part in the Out of Hours Service provided by Building & Facilities Maintenance on a rota basis.

**DBS:** Enhanced DBS check is required.

**6. ORGANISATIONAL RELATIONSHIPS:**

**Responsible to:** The post holder is responsible to the Repairs & Maintenance Manager and will work in conjunction with all Durham County Council employees. In particular good working relationships must be established and maintained with the Business Development Manager, Mechanical Manager, Public Buildings Compliance Manager, the Painting Flooring and Roofing Manager, and the Responsive Repairs & Minor Works Manager.

**Work alongside:** Work with and across all Council Service Groupings.

**Responsible for:** Operational management of Electrical Foremen, Technicians, Chargehands, Tradespeople, Apprentices and framework Sub Contractors. The post holder will act as the ‘responsible person’ for all lift maintenance and inspection activities and PAT testing carried out by or on behalf of Building & Facilities Maintenance to ensure relevant accreditation is maintained.

**Responsive to**: The Repairs and Maintenance Manager, the needs of the Service and the needs of the customer.

**7.** **DESCRIPTION OF ROLE:**

The post holder is required to provide operational direction to the Electrical Foremen and framework Sub-contractors engaged in carrying out electrical activities ensuring safe systems of work are in place and these are regularly monitored. The post holder is required to maintain record systems associated with this work, including certification. The post holder is responsible for ensuring accurate financial systems are in place to ensure costs are accurately and timely recorded and costs claimed from customers (both internal and external) leading to the achievement of the financial performance set for the post holder’s divisions.

The post holder is required to deliver quality assured electrical and lift works in conjunction with other Building and Facilities Maintenance Managers ensuring compliance with all legislative testing and inspection requirements.

The post holder is required to develop the Building and Facilities Maintenance Service by expanding the electrical services offered, growing the customer base improving the quality of works undertaken and developing Durham County Council’s portfolio of buildings.

**8. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

|  |  |
| --- | --- |
| 8.1 | Responsible for the strategic and operational management of the Lifts Foreman, Electrical Foreman, Electrical Technician, Lifts Technicians, Chargehands, Tradespeople, Apprentices and framework Sub Contractors. |
| 8.2 | Provide leadership and guidance to Foremen and office based employees monitoring their activities effectively. In particular that the services provided are value for money and to the required standards |
| 8.3 | Manage HR related issues to foster good industrial relations – for example but not exclusively disciplinary matters, corporate complaints, appraisals, sickness monitoring, training needs and holiday allocation. |
| 8.4 | Ensure the performance targets set for all the post holder’s ‘Divisions’ are achieved and provide information as required to assist in the monitoring of KPI’s. |
| 8.5 | Ensure that all required electrical services are carried out within the budget allocated to the post holder’s divisions. |
| 8.6 | Ensure that all statutory compliance activities are undertaken within the required timescales and fully certificated and recorded. |
| 8.7 | Ensure the working practices and procedures adopted by employees reflect the organisations approach to the achievement of excellent health and safety standards. |
| 8.8 | Develop, with others the policies and strategies for improved project and maintenance service delivery. |
| 8.9 | Ensure all working practices and systems comply with the organisation’s Quality Management System. |
| 8.10 | Ensure that all the Electrical Services divisions (repairs, maintenance and lifts) continue to be value for money providers of services and they strive for excellent customer service. |
| 8.11 | Proactively promote the services offered by Direct Services to both existing and potential customers by for example increasing the uptake of Service Level Agreements. |
| 8.12 | Responsible for integrating the working practices of electrical functions into the organisation as a whole by invoking a positive teamwork approach. |
| 8.13 | Ensure self-compliance and the compliance of all allocated staff with the policies and procedures of Durham County Council. |

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Repairs and Maintenance Manager.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | * NVQ Level 4 or equivalent in Electrical Services or related discipline. * CSCS Site Managers Card. | * The post holder will commit to obtaining specific vocational qualifications necessary to deliver the services which the post holder is responsible. * Incorporated Engineer Status * Degree in Building Services * Recognised management qualification * Recognised Lift Maintenance Qualification * NEBOSH General Certificate (within 1 year of appointment). | * Application form * Selection process * Pre-employment checks |
| Experience | * Supervisory and/or management experience within a large multi-functional public or private sector organisation. * Experience of working at a similar level within a Construction or Maintenance environment. * Experience of delivering service objectives, policies and strategies. * Demonstrate the ability to manage change. * Performance and project management experience. | * Experience of managing financial performance * Experience of contractual relationships with a maintenance environment. | * Application form * Selection process * Pre-employment checks |
| Skills/ knowledge | * Ability to analyse and resolve complex technical problems * Ability to communicate effectively, both orally and in writing * Analytical and decision making skills * Good IT skills * Good organisational skills * Knowledge of Quality Management Systems | * Understanding of strategic issues in Construction Services and Repairs & Maintenance. * Understanding of local government * Awareness of Committee management and working with Members. | * Application form * Selection process * Pre-employment checks |
| Personal Qualities | * Team player * Commitment to the concept and values of the public service sector. * A flexible approach to work and a capability to work under pressure and to deadlines. * Self motivated and able to work on own initiative, but in accordance with corporate objectives. * Ability to work in partnership with others to forge effective working relationships. * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. |  | * Application form * Selection Process * Pre-employment checks |
| Special Requirements | * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) * May be required to work outside normal hours |  |  |