

## **JOB DESCRIPTION - NEIGHBOURHOOD SERVICES, CONSTRUCTION**

### **IDENTIFICATION**

Post Title:	Contracts Manager - Mechanical & Electrical	Post Ref:
Section:	Construction Services	Grade: 13
Responsible to:	Operations Manager	
Responsible for:	Electrical Co-ordinator Plumbing Co-ordinator Gas Co-ordinator Electrical Supervisors Plumbing Supervisor Technical Assistant	

### **JOB PURPOSE**

To ensure that all the major and/or minor projects and servicing agreements are planned, carried out safely, efficiently, effectively and timeously, all in accordance with Statutory requirements, Specification, Contract Conditions and Schedule of Quantities, and are completed within the agreed economic parameters.

This role is directly responsible for regulated trades including Electrical, Gas/Plumbing and Scaffold.

### **PRINCIPAL WORKING CONTACTS**

Operations Manager  
Senior Management of the Department  
DCC City Development and Housing  
Sub-contractors  
Staff within Construction  
Staff in other Council Services  
External organisations

### **MAIN DUTIES**

The effective and efficient management of staff and operatives to ensure that all major and minor projects are delivered to required programme and budgets all to the necessary standards of quality.

Ensuring that all employees, material, transport, plant and equipment resources are utilised in the most efficient and effective manner.

Liaising with Commercial Manager and team with regard to the build-up of tender prices and any estimates for work undertaken by the Division.

Monitoring and reporting actual performance against planned progress and the variances from the construction phase programme.

In conjunction with Quantity Surveying staff monitoring financial viability of all contracts and works undertaken and ensuring that when necessary corrective action is taken.

Liaise with Corporate Procurement and the Management Team to ensure compliance within procurement corporate policy.

Liaise with Project Planning Officer to forward plan and co-ordinate resources, including with any Sub-Contractors when necessary.

To hold regular team meetings to discuss progress and any issues with current/future projects and works, share knowledge of all relevant information from Stakeholders decisions affecting the contracts/works.

Reporting any operational problems envisaged and recommending courses of action to overcome them, to the Operations Manager

Recommending to the Operations Manager areas of potential improvement and/or system changes to increase operational effectiveness.

Ensuring that Statutory Requirements and Council and Departmental Policies and Procedures relating to Discipline, Quality Assurance, Health and Safety, COSHH, etc, are adhered to.

To ensure that good industrial relations are achieved and maintained with all personnel for whom responsible, and to liaise with Shop Stewards and other Trade Union Representatives with respect to same.

Assume full management responsibility for all personnel in the division, assess performance and capabilities on a regular basis, recommend training and devise a career and management development programme for key members of the group in conjunction with the Director.

Ensure that all parts of the division relate properly to each other and also to the operations of the department, through effective co-ordination, communications and procedures.

Application of the Absence Management Policies/Procedures.

To undertake such other duties as may from time to time be required or as instructed by the Head of Construction/Operations Manager.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

## PERSON SPECIFICATION

POST TITLE: Contracts Manager - Mechanical & Electrical

DIVISION/DEPARTMENT SECTION: Construction Division

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Educated to Degree/ SVQ5 level, or equivalent, in a relevant subject area, eg Construction	City & Guilds - 238 BS 7671 - 1992  SMSTS or equivalent H&S Cert.	Application Form/ Interview.
RELEVANT WORK/OTHER EXPERIENCE	Experience at Manager level or above in construction industry, controlling multiple projects.  Experience in relevant trade background	Previous Contract Manager experience.  Public Sector experience  CDM 2015	Application Form/ Interview/ Reference.
PARTICULAR SKILLS/ABILITIES	Knowledge of construction industry with electrical and mechanical knowledge  Organisational abilities.  Ability to interpret drawings.  Working knowledge of Microsoft Office - including Office 365.	Awareness of contract conditions.  Experience in change management	Interview/ Reference.
PERSONAL QUALITIES	Leadership Skills  Ability to work to timescales.  Good communication skills - oral and written  Ability to perform duties under pressure.		Interview/ Reference.
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Current driving licence (Level 2)  Flexibility in working hours.		Interview.