



## **FIRST CHOICE HOUSING ASSOCIATION LIMITED**

### **JOB DESCRIPTION – APPRENTICE TECHNICAL OFFICER**

- **Alongside your role you will be working towards attaining the Level 3 Diploma in Construction and the Built Environment on a day release basis at Cardiff and Vale College. This qualification is the starting point to a career as a construction professional .Please see overview:  
[http://www.cavc.ac.uk/en/coursepage?uio\\_id=103350](http://www.cavc.ac.uk/en/coursepage?uio_id=103350)**
- **There will be an option to continue to Level 4 after successful completion of Level 3**
- **FCHA wish to retain apprentices who have demonstrated the skills and knowledge required for the role and successful completion of the Apprenticeship may lead to progression into the permanent role of Technical Officer**

Responsible to:    Technical Services Manager

General aims:        To assist in the provision of a comprehensive property improvement and maintenance service to tenants of the association.

#### **1.0    MAINTENANCE**

- 1.1    To assist the Technical Services Manager in the monitoring and control of the delivery and expenditure of the association's planned and responsive maintenance programmes, incorporating day to day repairs, cyclical decoration, major repairs and revenue improvements.
- 1.2    To produce technical specifications, schedules of work and minor work contracts suitable for estimating and tender purposes, including disabled adaptations, major repair, cyclical re-decoration and refurbishment programmes.

- 1.3 To administer five yearly stock condition and Welsh Housing Quality Standard compliance surveys and input and monitor the results on the association's database.
- 1.4 To undertake biennial maintenance inspections to maintain and monitor each properties condition, confirm future major repairs and ensure compliance using risk assessments and test procedures for fire, legionella and thermostatic mixer valves.
- 1.5 To undertake pre and post inspection of work to ensure quality, value for money and compliance with specification.
- 1.6 To undertake property and asbestos surveys, compile and maintain data relating to compliance with the Government guidance and statutory requirements.
- 1.7 To provide reports, as requested by the Technical Services Manager and advice on technical matters to all stakeholders
- 1.8 To monitor major repairs target response times ensuring service delivery complies with performance expectations.
- 1.9 To ensure all works are undertaken in compliance with current rent setting and Health and Safety requirements.
- 1.10 To assist in obtaining physical adaptation grants in liaison with relevant stakeholders.
- 1.11 To represent the association at technical forums and other relevant forums, as required.
- 1.12 To be familiar with and ensure compliance with legislation, WG requirements and Contractors' code of conduct
- 1.13 To assist the Technical Services Manager with budget setting and monitoring of budgets
- 1.14 To operate within all Consultants' Standard Forms of Engagement including CDM Regulations, and Contracts

## 2.0 **CONDUCT AND OTHER RESPONSIBILITIES**

- 2.1 Uphold the Association's Code of Conduct and other policies and procedures, setting high personal standards

2.2 To identify and review risk and risk mitigation in all areas of work but specifically in relation to maintenance

2.3 To attend and support at key stakeholder events.

2.4 To undertake other duties as may be reasonably expected commensurate with the post.

Signed Post holder ..... Date .....

Signed Manager ..... Date .....