**Job Profile Information: Mechanical & Electrical PPM Manager**

**This supplementary information for Mechanical & Electrical PPM Manager is for guidance and must be used in conjunction with the Job Capsule for Buildings and Structures Job Level 4 Zone 2.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To ensure that Camden’s Mechanical and Electrical Planned Preventative Maintenance (PPM) and gas servicing schedules to its housing stock are delivered to the highest standards of quality and health and safety through inspection and then implementing improvements to service delivery and technical standards. Manage relationship with overlapping PPM with Facilities Management (FM) requirements.

**Example outcomes or objectives that this role will deliver:**

* Ensure PPM and Gas Servicing programs are delivered within contractual guidelines, statutory requirements and they achieve targets set as part of the Council’s internal compliance regime.
* Record inspection and certification results on the computer system appropriately to monitor contractor performance, capture areas in need of improvement and reduce risks.
* Through independent inspections ensure that problems with service delivery and quality are identified and remedied. Deliver continuous improvement by recommendations and implementation through liaison with the delivery teams, contractors, and all relevant stakeholders.
* To identify trends and issues that need to be raised at contract performance meetings related to statutory compliance, cost, quality, and health and safety.
* Work constructively with partnering and measured term contractors and staff in the division to develop solutions where issues with M&E installations have been identified.

**People Management Responsibilities:**

No direct line management but responsible for consultants and sub-contractors engaged to carry out the works by the Council.

**Relationships:**

* Provide support and guidance to housing management teams when technically challenging situations occur.
* Work in partnership with other repairs management teams to deliver an efficient repairs service borough wide.
* Back Office Staff

**Work Environment:**

* Responsive M&E repairs is a high volume, fast moving environment and can involve high pressure on a regular basis. Flexibility, adaptability and the need to make decisions quickly is vital as priorities frequently change and information is updated in real time. You will be expected to visit properties on a frequent basis either pre, during or post completion.
* Our service to our residents operates over extended weekday working hours, typically 8 AM to 6 PM Monday to Friday and 8 AM to 1 PM Saturdays. You will be required to work flexibly to manage and support service delivery between these hours, this may include changes to working times / patterns in order to deliver an effective service.

**Technical Knowledge and Experience:**

* Experience of being either a Gas / Electrical Supervisor / Quality Control Inspector.
* Experience of gas servicing statutory compliance and contracted programme delivery.
* Experience of delivery of Mechanical and Electrical Services repairs and/or PPM works on time to high quality standards within budget in a housing environment.
* Experience of liaison/management with residents, contractors and a range of stakeholders in relation to mechanical and electrical services within a construction environment.
* Experience of ensuring that Mechanical and Electrical Services in works are carried out in compliance with building regulations, health and safety, leasehold issues, party wall and landlords statutory obligations.
* Experience of specifying/identifying works, monitoring and checking works on completion.
* Experience of resolving disputes within a construction environment especially in relation to contractors and residents

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)

**Chart Structure**

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