
Job Profile – Gas Technician - Building Services

- Pay range Band 9 £39,151 - £42,838 p.a.
 - Line manager M&E and Lifts Contracts Manager - Building Services
 - Directorate Housing, Neighbourhoods and Building Services
 - Location Civic Offices, Portsmouth
- Role is office based however you will need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester.

Job purpose

We are seeking a Gas Technician as part of our Compliance service within Building Services of the Housing, Neighbourhood and Building Services Directorate.

The role will have responsibility for ensuring that the Council meet its statutory compliance duties with regards to gas safety to its stock of 17,000 HRA residential dwellings and 900 corporate assets.

The role will support the M&E and Lifts Contracts Manager to oversee the gas servicing and repairs contract ensuring that servicing, repairs and maintenance are undertaken correctly to the portfolio.

What is the role?

- To ensure that PCC meet its statutory compliance duties to its HRA residential stock of nearly 17,000 dwellings and 900 corporate assets.
- To provide advice to designers, technical professionals and contractors when designing and installing new gas appliances.
- To help with managing contractors in relation to the undertaking of gas safety servicing and works to gas appliances.
- To implement, monitor and review policies and procedures in relation to Gas Safety compliance activities within the scope of the role.
- To manage data, documentation and certification in relation to Gas Safety Compliance, ensuring that documents are stored correctly for necessary retention periods.
- To work with the M&E and Lifts Contracts Manager to continually improve the service and strive for 100% compliance in all service areas.
- To liaise with stakeholders and responsible persons for buildings, advising them of their duties with regards to Gas Safety.
- To facilitate training and support to across Building Services and the wider HNB directorate to ensure staff have a relevant understanding of Gas Safety Compliance activities and their duties under within their role.
- To remain up to date with changes to legislation and the wider industry to ensure that PCC are meeting its statutory duties, ensuring the ongoing safety of residents, members of the public and staff accessing its Buildings.
- To support the procurement of consultants, service providers and contractors as necessary in relation to Gas Safety activities.
- To advise the Head of Compliance around maintenance requirements for installations and potential need for future Capital works.
- To provide technical input into the relevant compliance panels.

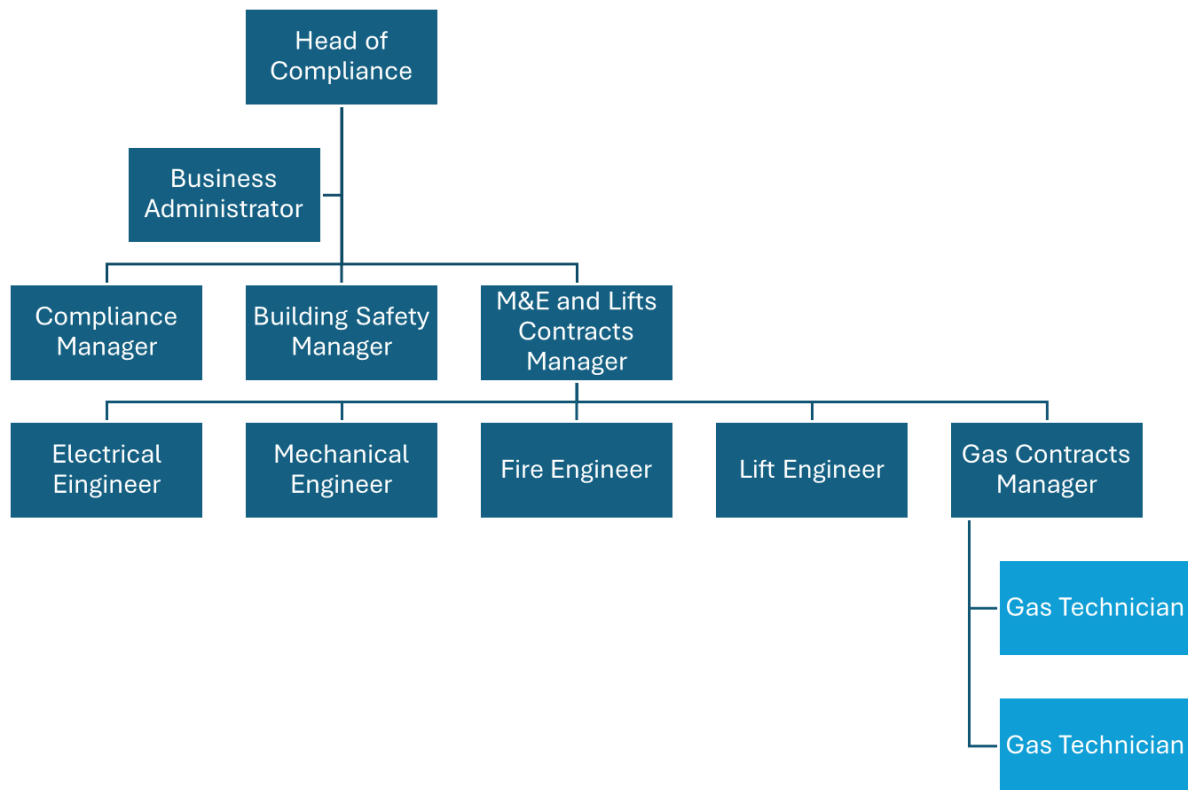
Who is the person?

The ideal candidate is someone who will:

- 1 Have ACS domestic gas qualifications in CCN1, CENWAT, CKR1 and HTR1, together with relevant practical experience in a similar role.
- 2 Have an excellent working knowledge of applicable legislation and guidance, specifically the Health and Safety at Work etc. Act 1974, COSHH Regulations 2022, The Gas Safety (Installation and Use) Regulations 1998 and RIDDOR.
- 3 Have technical knowledge of gas appliances and be able to advise around their design, installation, maintenance and management.
- 4 Have experience of auditing and reviewing certificates and works to gas appliances.
- 5 Have experience of using relevant data management systems, to hold and monitor documentation.
- 6 Have experience of managing contractors, preferably with knowledge of schedule of rates contracts.
- 7 Ability to use different IT packages including Microsoft (Excel, Word and Project) to analyse data, prepare reports, correspondence and specifications, AutoCAD to prepare drawings and bespoke PCC repairs and maintenance database to input repairs and stock data.
- 8 Have excellent communication skills, being able to work with a range of internal and external stakeholders, to be able to advice and support them around their responsibilities and duties around Gas Safety.
- 9 Personally demonstrate, develop and work in accordance with the value and behaviours set out in the PCC Behaviour Framework.
- 10 Have a driving licence and provide a car for work to be able to effectively travel to assets as necessary.

Building Services - Indicative Structure

Compliance - Indicative Structure



T&C of employment

Working hours - Contractual hours are 37 hours per week. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexibility to reflect the fact that most services are provided 24 hours, 365 days of the year. There may meetings outside of these hours, and the need to react to emergencies out of core hours.

Notice period - In line with the council's policy, a one month notice period is applied to this post.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

**If you have any questions, or would like an informal discussion about the role, please call
Amy Holmes, Head of Compliance on 07957 386 939 or email
Amy.Holmes@portsmouthcc.gov.uk.**