

## Job Description

<b>Job Title</b>	Repairs and Maintenance Coordinator
<b>Area/ Department</b>	

## **Principal responsibilities and duties**

### **Planned Inspections and Routine Maintenance**

1. Contribute to the development of a medium to long term maintenance programme of works for all properties based on the Maintenance Surveyor's recommendations.
2. Monitor and manage the work schedule for all current and future maintenance tasks, ensuring the Society fulfils its obligations as a landlord.
3. Schedule and coordinate all cyclical visits in accordance with agreed schedule to ensure all properties are inspected as necessary (e.g. electrical and gas safety checks), results reported, recorded and acted upon as necessary.
4. Undertake all relevant action to ensure RMHS remains fully compliant with all compliance checks.

### **Building Work and Repairs**

1. Undertake the administration work for tenders for all works, sending out specifications, identifying suitable contractors, preparing costing comparisons and liaising with contactors and tenants.
2. Obtain comparative estimates and quotes for proposed maintenance and refurbishment works and forward for approval in accordance with delegated authority schedule.
3. Ensure all contractors have appropriate professional registration (eg: FENSA) and are aware of the RMHS code of conduct.
4. Notify the Tenancy Manager of any identified concerns or risks associated with the repairs programme or any other work.
5. Place orders with contractors on behalf of RHMS or URC Trust as applicable.
6. Assist the Maintenance Surveyors (or Project Manager, where appointed) to monitor progress of building works against agreed timescales.
7. ~~0 Td[(w)6 (MC /LBo,-0.004 Tw 0.67 0 Td[(P)1 5r)7 (oj)6itac~~



**Updated July 2024**

## Person Specification

**Job Title:** Repairs and Maintenance Coordinator