

Job Description and Person Specification

Role: Water Hygiene Assistant



Job Description

Job Title	Water Hygiene Assistant
Grade	5
Service	Compliance & Surveying
Reports to	Kenton Sarjeant – Compliance Manager
Location	One Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

The Compliance and Surveying Team sits within the Facilities Management (FM) Service which comprises several diverse and multi-disciplined teams that are responsible for the safe operation, management, maintenance and efficiency of the Council's property assets. The Compliance and Surveying Team includes surveyors, engineers and technicians who provide a range of property services that include condition advice, lease and property matters, repairs, refurbishments and new builds, fire safety and statutory compliance. The service provides property consultancy services to approximately 100 education establishments, 120 operational properties and provides some services to properties outside the LA.

Under the general direction of the Compliance Manager; the water hygiene technician will manage the statutory planned preventative maintenance and inspection program for all water systems via the water hygiene (Legionella) contract to ensure installations and plant comply with relevant codes of practice, regulations and standards to meet in full the requirements of HASAWA to reduce the risk to Coventry City Council and guarantee its statutory obligations are met and it remains fully compliant.

Main Duties & Key Accountabilities

Core Knowledge

- Operate systems for managing water hygiene services owned or managed on or behalf of Coventry City Council and assist in development of those systems as necessary to ensure we maximise efficiency and effectiveness.
- Maintain an electronic register of all water systems in Coventry City Council buildings
- Oversee external contractors who undertake programmes of surveys and monitoring regimes, including the actioning of: monthly monitoring reports, survey recommendations and monitoring recommended remedial works as well as preparing information to compile and formulate programmes of works associated with water hygiene
- Assist with the verification of contractor payment requests, processing of invoices and credit notes, In line with the contract and Coventry City Council terms of payment
- Ensure all working records including monitoring sheets, shower cleaning, thermostatic mixe valves, flushing regimes', remedial works, risk assessments, risk assessment reviews and training records are appropriately organised, electronically filed and kept up to date
- Commission pre-contract premise surveys as requested by clients, in relation to other building schemes being undertaken by the Council, including assessing the survey findings and taking' appropriate action

Commented [CJ1]: more detail on what C&ST do?

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- Provide support and assistance to consultants, contractors and other Coventry City Council, staff for water hygiene related matters
- Contribute to the development of H&S policy in respect of the implementation of water hygiene advising on compliance and policy issues.
- Attend appropriate training courses with regard Water Hygiene and specifically: the Control of Legionella in water systems. Arrange appropriate training for other City Council staff regarding their own responsibilities in relation to the management of water systems
- Provide monitoring information for "key performance indicators" for the service area.
- Provide assistance to the Compliance Manager delivering their full range of services, including all capital programmes and the planned preventative maintenance/repair service.
- Prepare statistics / reports relating to inspections as required.
- To ensure Quality Systems of operations are followed.
- Communicate effectively with other sections and divisions, with City Council departments and with customers.
- To provide high quality standards of customer care.
- Any other duties and responsibilities within the range of the salary grade

Key relationships

External	Internal
Customers Contractors Members of the Public Landlords Key Stakeholders eg Government Departments	All Service Areas Members

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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Person specification

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Knowledge	
In-depth knowledge of payment processes and associated requirements.(ideally will be aware of local Authority financial procedures)	
Knowledge of general office clerical and administrative procedures.	
Outline knowledge of engineering and building services installations.	
Understanding of water hygiene issues	
Skills and Abilities	
Good level of communications written and oral communications skills and able to communicate and present to all levels in the organisation	
Well-developed inter-personal skills to engage with service users and able to , develop and maintain working relationships	
Able to carry out work of complex nature with minimum supervision and to identify and implement effective solutions to problems using own initiative	
High level of verbal, written and inter-personal communication skill with a diverse range of people.	
Able to work on own initiative and plan projects /services over the medium term.	
Able to meet deadlines and targets and flexibility manage own workload and the demands of the organisation.	
Able to work effectively and co-operatively as part of a team to achieve overall team goals.	
Able to travel to sites across the City	
Able to physically inspect properties	
Experience	
Contract supervision	
Customer service, identifying customer requirements, planning and implementing response.	
Monitoring contractor's performance, quality and health & safety requirements on site.	
Qualifications	
A relevant property, facilities management or Health and Safety qualification gained through formal training	

Special Requirements
Able to drive and possess a current full driving licence.
Willingness to attend some meetings etc outside of normal working hours
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the

Date Created	January 2019	Date Reviewed	May 2024
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