

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL**  
**JOB PROFILE**

JOB TITLE:	TECHNICAL OFFICER (East Cambs District Council Home Improvement Agency) (Full Time)	POST NO:	EHS034
REPORTS TO:	SENIOR CASEWORKER	GRADE:	6
		DATE:	February 2024
DEPARTMENT:	ENVIRONMENTAL SERVICES		

**Purpose**

To provide practical and technical advice and assistance to enable elderly, disabled and people on low incomes living in the District, to carry out repairs, maintenance, improvements and adaptations to their homes.

**Dimensions**

To assist the Senior Caseworker with the day-to-day operation of the service.

**Principal Accountabilities**

1. Visit clients and assess the building work required to their home with reference to the client's wishes and the needs of the property and in partnership with the Occupational Therapy Service, the Council, Landlords and other interested partners.
2. Prepare or arrange to prepare schedules of work, specifications and drawings as appropriate, (using AUTOCAD) taking into account the client's needs, wishes and requirements of the funding agencies and statutory bodies.
3. Seek out estimates for work, evaluate these and ensure proper contractual arrangements are made between the client and contractor(s). Including compliance with CDM2015.
4. Monitor building works and act on behalf of clients, including negotiating with contractors on site.
5. Arrange final inspections, check final accounts and defects liability. Maintain a record of certificates and guarantees.
6. Update computerised and manual records as necessary, maintain case notes and progress forms.
7. Advise the team on technical matters that affect the running of the service, including Building Regulations, Planning Permission and Good Practice Guidance.
8. Report to the Senior Caseworker on progress of the caseload and matters affecting the efficient and effective operation of the Technical Service.
9. Comply with the Council's Policies and Procedures (e.g. Health & Safety, Single Equality Scheme and Financial Regulations).
10. To keep up to date with developments relevant to the job and attend suitable training courses.

11. To participate as required in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.

12. Any other duties of a reasonable nature as may be required by the Senior Caseworker and/or Environmental Services Manager.

**Special Conditions**

There may be a need to work outside normal hours of work to meet service needs.

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Business Travel (Cross) Essential User  Casual User

Average annual business mileage To be assessed Miles

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**Pre-employment Checks**

Fraud and Corruption Checks  DBS - Disclosure