



WEST OXFORDSHIRE  
DISTRICT COUNCIL

### Role Description and Employee Specification

<b>Job Title:</b>	Housing Property Maintenance Officer	<b>Location:</b>	Witney
<b>Department:</b>	Assets	<b>Directorate:</b>	Finance
<b>Reports to:</b>	Facilities- Property Lead	<b>Working Hours:</b>	37
<b>Salary:</b>	£31,659 - £31,704	<b>Peer Group:</b>	PGC19
<b>Business World Post Number:</b>	New Post	<b>Job Group:</b>	Case/Field Worker - Level I
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	None

<b>Overall purpose of the Post:</b>	To carry out responsive repairs, programmed maintenance, routine testing and inspection and improvement works within various trade disciplines at the Council's temporary accommodation properties with support if required in the wider Council property portfolio.
<b>Key Tasks and Responsibilities:</b>	<p>To carry out a range of maintenance activities in skilled areas such as carpentry, plumbing and general building in line with qualifications, experience and Health and Safety requirements. Works to be carried out as described on any assigned works order and within a pre-determined timescale if required.</p> <p>Undertake, when required, reactive maintenance and repairs to the Council's temporary accommodation properties and other sites as required.</p> <p>To complete works to a good standard of finish taking into account safe working practices and complying with all Health and Safety requirements.</p> <p>To carry out water hygiene monitoring of temporary accommodation properties and other specified council buildings and ensure compliance with all Health and Safety regulations.</p> <p>To carry out portable appliance testing at various sites, ensuring all associated tasks are recorded and any subsequent issues passed to the relevant officer.</p> <p>To be responsible for the maintenance of the temporary accommodation properties and their surrounds ensuring they are well-kept and in an operational condition. To include grounds maintenance, street cleansing, drainage and debris, leaf, snow and ice clearance.</p> <p>To carry out and assist with general housekeeping duties such as but not limited to office moves and furniture assembly.</p> <p>To supervise external contractors when required.</p> <p>Support with Car Park inspections when required.</p>

	<p>To liaise with relevant officers to ensure efficient and effective co-ordination of all maintenance works and the re-allocation of works outside of technical operational remit.</p> <p>Respond to internal and external requests from colleagues, tenants and residents concerning maintenance issues, dealing professionally with requests for repairs, alterations and other service requirements.</p> <p>To stand in for the Maintenance Officer in their duties and assist with the opening, closing and security of the administrative buildings at the designated times and in their absence.</p> <p>Support Health and Safety team and contractors with required periodic safety testing, recording and evacuation drills. Including fire alarms, emergency lights, panic alarms, disabled toilet alarm, lift emergency alarms etc. and checks on safety equipment to ensure availability and suitability of use.</p> <p>Read and record meter readings for the temporary accommodation properties and other associated buildings as required.</p> <p>Report all unsafe items or issues which cannot be rectified to the relevant officer or a senior member of staff.</p> <p>To carry out reasonable additional duties/responsibilities where necessary.</p> <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
<p><b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b></p>	<ul style="list-style-type: none"> <li>● A minimum of 5 qualifications equivalent to NVQ level 2 or GCSE at Grade C/4 or above, must include Maths and English</li> <li>● Ability to build customer relationships</li> <li>● Ability to remain calm and confident when dealing with challenging customers and environments</li> <li>● Maintain accurate and up to date records</li> <li>● Excellent written and verbal communication skills</li> <li>● Ability to manage time effectively</li> <li>● Competent in using a range of technology and software packages, including Microsoft and Google</li> </ul>
<p><b>Desirable Requirements Qualifications, Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>● Relevant recognised qualification</li> <li>● Knowledge and experience of working in a public sector organisation</li> </ul>
<p><b>General Accountabilities:</b></p>	<p>Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p>

	To support the Chief Executive/Returning Officer in administering election responsibilities		
<b>Special Conditions:</b>	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <ul style="list-style-type: none"> <li>You will be required to undertake a standard/enhanced DBS check as part of this role</li> </ul>		
<b>Date Reviewed:</b>	March 2026	<b>Reviewed By:</b>	Jasmine McWilliams
<b>Checked by HRBP</b>	Katherine Dowell	<b>Date of Issue:</b>	March 2026