

# Property Maintenance & Climate Change Directorate

Operational Structure



**Property Maintenance and Climate Change Directorate  
Departmental structure and team core responsibilities**

<b>Housing Repairs and Building Safety</b>	<b>Investment Programme Delivery</b>	<b>Asset Management, Building Repairs &amp; Climate Change</b>
<ul style="list-style-type: none"> <li>• Responsive Repairs, and Voids to the social housing stock</li> <li>• Lead on Morgan Sindall partnership and contract administration of contractors</li> <li>• Surveying and technical services to the social housing assets</li> <li>• Ensuring social housing assets and commercial units meet all building safety compliance regulations and best practice</li> <li>• Budget management</li> <li>• Customer Service &amp; Complaints</li> <li>• Health and Safety particularly responsibilities for CDM regulations in the above services</li> <li>• Policies, Procedures and Processes</li> </ul>	<ul style="list-style-type: none"> <li>• Lead on the management of a partnership consortium of consultants &amp; contractors delivering investment programmes</li> <li>• Delivery of component replacement programmes to the social housing and commercial portfolios</li> <li>• Delivery of adaptations, major repair, cyclical regeneration &amp; remodelling projects to the social housing and commercial assets</li> <li>• Programme and budget management of all investment programmes</li> <li>• Health and Safety particularly responsibilities for CDM regulations in the above service areas</li> <li>• Operational procedures and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Lead on developing Asset Management Strategy for social housing and commercial property assets</li> <li>• Annual review of asset performance and option appraisals for poor performing stock</li> <li>• Repairs and minor works to the commercial property portfolio</li> <li>• Collection and collation of stock condition data</li> <li>• Data quality check and monitoring</li> <li>• Developing 1, 5, 10 &amp; 30-year investment plans for social housing and commercial assets</li> <li>• Lead on developing the corporate climate change strategy including work to social housing assets, commercial assets, and the wider council corporate objectives</li> <li>• Bid for grant funding for climate change projects</li> <li>• S20 consultation</li> <li>• Policies, Procedures, and Processes</li> <li>• Specification and standards for the housing and commercial assets</li> <li>• Garage Portfolio allocations and repairs</li> </ul>

# Service Manager (Housing Repairs & Building Safety)

Repairs & Voids  
Manager

Building Safety  
Manager

Partnerships &  
Customer Care  
Manager

Compliance Officer  
(Electrical & Lifts)

Surveyor  
(Compliance /  
M&E)

Compliance Officer  
(Fire)

Compliance Officer  
(Asbestos)

Contracts  
Administrators  
X1 (FT) and 2 (PT)

Quality Officers  
x2

Team Support  
Officer

Building  
Surveyors  
x7

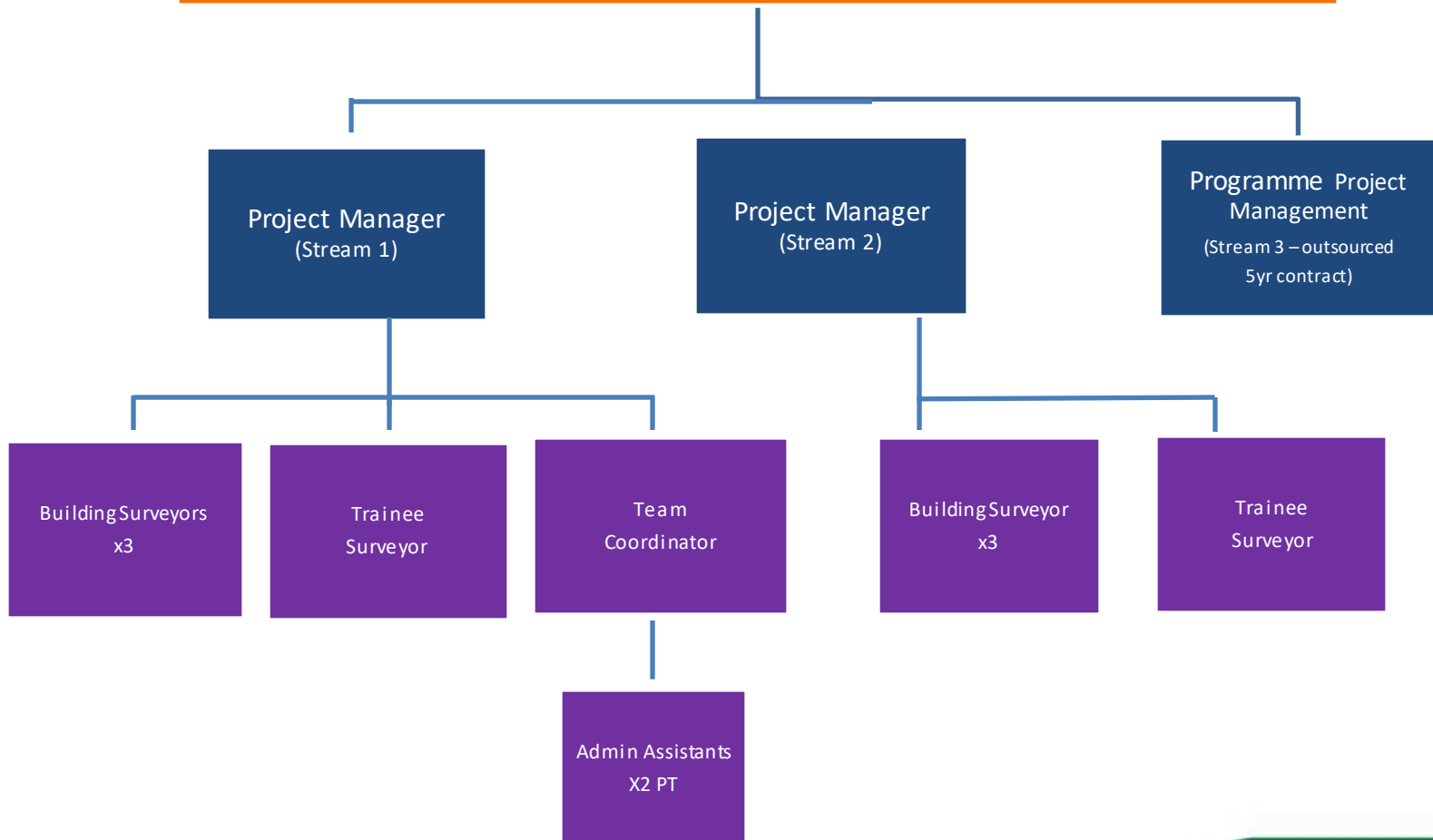
Apprentice  
Surveyor

Compliance  
Coordinator  
x3



**WELWYN  
HATFIELD**

# Service Manager (Investment Programme Delivery)



# Service Manager (Asset Management, Building Services and Climate Change)

