

## JOB DESCRIPTION

<b>Title</b>	<b>TECHNICAL SERVICES ASSISTANT</b>
<b>Location/ Business</b>	Realstar Management Services (UK) Limited, Victoria, London
<b>Reports To</b>	Buildings Manager
<b>Direct Reports</b>	Technical Services Manager
<b>Working Relationships</b>	Operations, Acquisition & Finance Teams; Site management & maintenance teams; Third Party Contractors & Suppliers

**SALARY: Competitive**

**HOLIDAY: 25 days + Bank Holidays**

**BONUS: Discretionary**

### OVERALL DUTIES

Supporting post-PC all PRS properties (Elephant & Castle, Empire Heights, Manchester, New Cross, Pioneer Point, Southall, Stockwell & Wembley) and student accommodation blocks (Canto Court & Ravenscourt House) and First National House with:

- Day to day reactive maintenance response
- Obtaining preventative maintenance contract proposals
- Liaison with site maintenance operatives.
- Obtaining capital project quotes & preparation of capital approval requests (CPSs)
- Review of health and safety assessments and response management.

Specific duties to include:

#### Maintenance:

- Obtaining proposals for planned plant maintenance.
- Obtaining proposals for 'soft maintenance' services (Cleaning, Landscape, etc.).
- Obtaining reactive maintenance quotes.
- Conducting monthly maintenance reviews with all site maintenance operatives.
- Management of Insurance inspections by Allianz and other approved insurance surveyors.
- Day to day management of Out of Hours response providers.

#### Capital:

- Obtaining Capex quotations
- Preparing draft capital project approval requests (CPSs).
- Assisting the management of capital projects

#### Health & Safety:

- Managing the testing of Fire & Life Safety Systems, including water safety
- Analysis of the independent General health & safety risk surveys, Fire Risk Assessments and Water safety Risk Assessments.
- Agreeing scope of FLS remedial works in and allocation of responsibilities.

#### First National House, Harrow Office

Assist the Building Manager at First National House office with:

- Tenant liaison / relationships.
- Tenant Utility re-charges.
- Service Charge budgeting & administration.
- Finance / Accounts Payable departments with invoice matters.