

Work experience that works for you

Asset Management Technical Volunteer

Our work experience placements have been developed to support residents from a range of backgrounds and with different levels of ability.

Your role

Asset Management Technical Volunteer

What you'll be doing

Building Survey

1. Coordinate building / M&E condition surveyors in an effective and efficient way to meet challenging targets. Develop and implement processes to ensure that all work is carried out in a co-ordinated and consistent manner. Coach, guide, and motivate the team to release their full potential. Where necessary carry out building condition surveys.
2. Carry out property condition surveys of local authority assets (corporate and education).
3. Monitor and control the data-entry of building condition data into the corporate asset management database (Technology Forge).
4. Review and implement quality assurance processes to ensure the end product meets the client's exacting standards of accuracy and consistency. Carry out desktop and site QA audits. Meet surveyors on site to ensure consistency of condition grading.
5. Communicate regularly and effectively and build good relationships with clients to agree content and programmes of work, and to ensure that all expectations are met.
6. Manage asbestos.
7. Manage statutory maintenance.
8. Create CAD drawings using AutoCAD 2005 or above.
9. Update drawings with the most update information using AutoCAD.

Technical Support

1. Manage and organise filing and record keeping, including specialist records on:
 - key holders
 - engineering reports
 - Planning Approval submissions
 - property list
 - general administrative information in relation to the section
2. Identify issues raised in health and safety reports and other statutory reports.
3. Produce TF technical reports and quality assure stock condition reports.
4. Financial ordering and invoicing using the council's financial management systems.
5. Use Cartology/Mapinfo software to produce aerial photographs and Ordnance Survey plans. Mark up plans as requested with measurements of areas and annotation as required.

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Energy Management

1. Use TEAM Sigma energy management database to produce a record of all premises, utility accounts, meter, client departments, contact details, etc.
2. Enter energy and water invoices into the TEAM database.
3. Carry out quality and quantity audits on all utility invoices to ensure accuracy.
4. Interrogate TEAM database to calculate annual cost and consumption, and compare with national benchmarks.
5. Monitor energy portfolios received from utilities, ensuring that all details are correct and sites are being billed on the correct tariff.
6. Provide energy data to building managers on a regular basis.
7. Manage heating and cooling system controls.
8. Introduce energy efficiency measures.

Design services

1. Gain an understanding of the different disciplines required to design and deliver construction refurbishments or new build projects including:
 - Architectural Technician
 - Building Services Electrical and Mechanical Design engineer
 - Quantity Surveying
2. Get an understanding of the statutory requirements of planning and Building Control.

What are the working days?

To be confirmed

How long will the placement last?

To be confirmed

Is a DBS check needed?

To be confirmed

Other responsibilities

Everyone who does a work placement with us will need to:

- embrace the values of Middlesbrough Council
- demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their role and adhere to the council's work experience policy in carrying out their placement
- respect all confidentiality and principles and practice of the Data Protection Act
- comply with Health and Safety policies and legislation

How to apply

You can apply online by completing the [online application form](#).

50 Futures

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If you're having trouble with the online application form, you can email us at 50futures@maes.ac.uk or call us on 01642 811400.

If you have a disability, we'll make every reasonable effort to supply you with the necessary aids, equipment, or adaptations to help them you carry out the role.