

## Grading

# Job Description and Employee Specification

<b><u>Job title:</u></b>  Building Surveyor	<b><u>Service area:</u></b>  Operations
<b><u>Post number:</u></b>  	<b><u>Division:</u></b>  Asset Management and Construction
<b><u>Grade:</u></b>  Grade 7/8	<b><u>Section/team:</u></b>  Construction Services
<b><u>Overall purpose of job:</u></b>  To provide a professional building surveying service including the design, specification and progress of building related projects of a maintenance and/or improvement nature, undertaking feasibility studies and condition surveys and directing the repair and maintenance of building structures throughout the Council's public building stock and other premises.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<b><u>Main responsibilities:</u></b>  <ol style="list-style-type: none"> <li>1. To attend to reports of building defects and items of repair to inspect/identify maintenance issues, including the implementation of works programmes.</li> <li>2. To prepare working drawings, specifications and contract documents and obtain quotations and tenders from contractors, arranging and supervising works programmes, as directed.</li> <li>3. To undertake condition, feasibility and general surveys and prepare reports, calculations and estimates, identifying and prioritising building needs, ensuring the accuracy of all records.</li> <li>4. To issue works orders, supervise work on site and certify payments of accounts, in full accordance with contractual requirements and Council procedures, ensuring that all works are executed in a safe fashion in accordance with all regulations, codes of practice etc.</li> <li>5. To control expenditure on all works within allocated funds and ensure value for money, utilising measured term rates contracts as appropriate.</li> <li>6. To direct and supervise technical operatives employed by contracting organisations in undertaking work on behalf of the Council, to ensure high standards of workmanship and value for money.</li> </ol>	

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7. To liaise with other disciplines to ensure the co-ordination of works to the requirements of occupants and with premise managers concerning maintenance and building related issues.
8. To be responsible for the direction of weekly expenditure on repair and maintenance issues within budgetary constraints across a defined portfolio of buildings.
9. To provide a 24-hour emergency call-out service, 365 days a year in order to arrange for and ensure the adequate making safe, secure and watertightness of all Council premises.
10. Ensuring compliance with relevant security legislation in respect of all specified and ordered works notably the Health & Safety at Work Act 1974 and the Construction (Design & Management) Regulations 2015.

### **Knowledge, skill and experience:**

- Statutory requirement for the postholder to be “competent” by virtue of qualification and/or experience. This requirement is met in this instance by a person qualified to BTEC Higher Award level in a relevant building discipline, with a minimum of five years post qualification experience, or equivalent.
- Design skills for the design of building related works projects.
- Problem solving and “trouble shooting” skills to assist junior staff and contractors with breakdowns and/or maintenance issues.
- A general appreciation of appropriate legislation and regulations *not specific* to the postholder’s disciplinary qualifications and a more detailed knowledge of appropriate legislation and regulations *specific* to the postholder’s disciplinary qualifications.
- Specialist knowledge of the following is essential:
  - Building Regulations
  - Health and Safety at Work Regulations
  - Confined Space Regulations
  - Construction Design and Management Regulations
  - Control of Substances Hazardous to Health Regulations – COSHH
  - Relevant British Standards
- Literacy, numeracy and analytical skills.
- IT related skills and knowledge (CAD).
- Customer Service skills/knowledge
- Communication and Interpersonal skills

### **Creativity and innovation:**

- Directing the attendance of technical support staff and specialist contractors to meet urgent needs in attending to building related maintenance issues.
- Prioritisation of building needs within available resources in consideration of service

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requirements and the content and progress of programmes of building work.

- Direction and monitoring of finances to meet maintenance needs.
- Specifying the extent of maintenance works, including the choice of plant and materials to meet arising needs, technical standards and value for money criteria.
- The design of building projects, choice of systems and products and the content of design drawings and works specifications occasionally leading a design team comprising several diverse disciplines.
- The interpretation and application of building related regulations, health and safety legislation and Council policies and procedures.

### **Contacts and relationships:**

- Contacts with various premise managers, both internal and external to the Council, including School Headteachers, on a daily basis in identifying building needs and agreeing remedial action.
- Contact with Colleagues in other Council directorates at all levels, on a daily basis in providing technical building related services.
- Contacts with elected members when arranging works in civic accommodation or interpreting/explaining building or health and safety legislation.
- Contacts with contractors, principally external to the Council on a daily basis in directing the progress of building works and negotiating the terms of works contracts on behalf of the Council.
- Contacts with members of the public on a daily basis to respond to enquiries concerning the condition of buildings and works in progress.

### **Decision making:**

- Decisions upon the prioritisation of work and allocation of funds to meet needs.
- Decisions concerning the content of works specifications, design drawings and technical reports and the direction of specialist contractors in progressing works to Council buildings.
- Decisions concerning the safe use of buildings to ensure ongoing service delivery.
- Decisions regarding action appropriate to maintain the security and safety of buildings on a 24-hour, 365-day basis.
- Decisions concerning the approval of safe systems of progressing building works to meet statutory health and safety etc requirements.
- Decisions concerning own safety in undertaking specialist duties of post on hazardous building structures, risk assessments and measures appropriate to manage and reduce risk to self and others.

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### **Responsibility for resources:**

- Responsibility for specialist equipment and tools when required, ensuring their suitability for safe utilisation.
- Responsibility for the management of delegated financial resources to meet maintenance needs.
- Responsibility for IT Facilities and ensuring the accuracy and suitability of building related records held in IT files.

### **WORK ENVIRONMENT**

#### **Work demands:**

- The work cannot follow an established routine due to the reactive nature of the post in responding to maintenance needs on a 24-hour, 365-day basis. Accordingly the post has significant autonomy in structuring the working day requiring high levels of self discipline and time management skills, in the management of conflicting priorities.

#### **Physical demands:**

- Required to be physically fit with the ability to climb ladders etc and work safely at heights and in confined spaces and other hazardous environments, lifting access covers, hatches etc.
- Required to drive between Council and other sites.

#### **Working conditions:**

- 50% office based.
- 50% accessing construction sites with typical site risks including plant and machinery, noise, dust and dirt, trip hazards, falls from height etc, often in inclement weather.
- Working at heights and in confined spaces often presenting 'hostile' environments.
- Required to attend premises 24-hours a day, 365 days per year, often in a lone worker situation.

#### **Work context:**

- Risk of falls and other risks associated with construction sites etc.
- Risk of working in hazardous environments, contaminated with asbestos, gases,

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Legionella etc.

- Work requires regular use of personal protective equipment of a specialist nature.
- Risk of physical attack from property tenants, service customers etc.

### **Position in organisation:**

Indicate how many staff the post is directly accountable for:

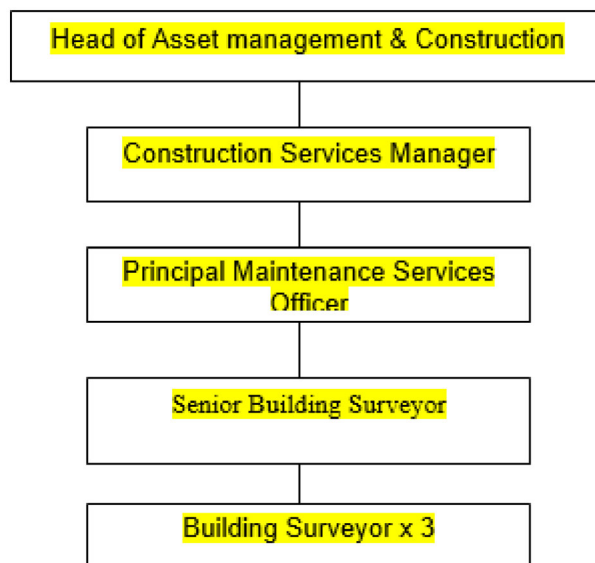
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Are posts in more than one location? Yes ☐ No ☐

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes ☐ No ☐

Please indicate which post(s) \_\_\_\_\_



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POST NUMBER

JOB TITLE Building Surveyor

HOURS PER WEEK

37

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW MEASURED
	<p>Experience of: -</p> <p>Building construction and maintenance techniques</p> <p>Building Regulations and the submission of building control applications.</p> <p>Planning applications and the use of the Planning Portal</p> <p>Construction, Design and Management Regulations 2015 with particular reference to the role of Principal Designer</p> <p>The management of construction related health and safety issues</p> <p>Condition surveys and associated reports</p> <p>The preparation of working drawings and contract documentation</p> <p>Issuing of works orders and associated Budget</p>	<p>Experience of: -</p> <p>Health and safety at work act</p> <p>Construction related British standards</p> <p>COSHH Regulations</p> <p>Confined space regulations</p>	<p>Application Form/Interview</p> <p>It is expected that candidates will provide printed evidence of working drawings prepared using proprietary CAD software and contract documentation in the form of a portfolio for inspection and discussion at the interview stage.</p>

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	management Co-ordinating projects and supervision of contractors		
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>	BTEC Higher National Award in a building/construction discipline  Or  relevant workplace experience (min 5 yrs)	Degree or equivalent in a building related discipline	Application Form/Interview
<b>SKILLS AND KNOWLEDGE</b>	Design/surveying skills  A general appreciation of appropriate legislation and regulations not specific to the postholder's disciplinary qualifications and a more detailed knowledge of appropriate legislation and regulations specific to the postholder's disciplinary qualifications.  <ul style="list-style-type: none"> <li>Specialist knowledge of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Regulations</li> <li><input type="checkbox"/> Health and Safety at Work Regulations</li> <li><input type="checkbox"/> Confined Space Regulations</li> </ul> </li> </ul>		Application Form/Interview

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	<input type="checkbox"/> Construction Design and Management Regulations <input type="checkbox"/> Control of Substances Hazardous to Health Regulations – COSHH <input type="checkbox"/> Relevant British Standards  Problem solving/troubleshooting skills  Literacy, numerical and analytical skills  Communicative & Interpersonal skills  I T skills/knowledge (CAD)  Customer Service skills/knowledge  Communication and Interpersonal skills  Knowledge of Condition surveys		
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	ESSENTIAL	DESIRABLE	HOW MEASURED
<b>PERSONAL QUALITIES</b>	Good team player Ability to transport themselves around the North Lincolnshire area. Current valid driving licence		Application Form/Interview
<b>WORKING ARRANGEMENTS</b>	37 hour week including flexitime 24 hour, 365 days per year emergency cover Lone working 50% site based 50 % office based		Application Form/Interview
The post is subject to: <ul style="list-style-type: none"> <li>• Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></li> <li>• Political restriction <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></li> <li>• The ability to speak fluent English under the Immigration Act 2016 <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></li> </ul>			

Employee:  
(signed)

(print)

Date:

Manager:  
(signed)

(print)

Date: