

BUILDING SURVEYOR

Role Profile



Title	Building Surveyor	
Grade	GRADE H	
Reference:	N461	
Reports to:	Facilities Manager (Hard Services)	
Work style Definition	Office based hot–desk/touch down worker Required to attend sites regularly; often at short notice and/or required to make immediate decisions around health and safety, building works and compliance.	
Job Type:	Professional	
Primary purpose of role	<p>Required to deliver programmed and responsive maintenance works, condition and compliance related surveys within the council’s property estate. Deliver the council’s Asset management Plan. Act as the subject matter expert in relation to building related works and an area of building related statutory compliance, to deliver the competent person function (eg Fire safety management).</p> <p>The estate comprises of circa 2000 assets; including large complex office buildings, landing stages, industrial units, controlled schools, monuments, historic listed buildings (high levels of significance), monuments and libraries etc.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Day to day responsive maintenance of the council’s property estate (30%) ▪ Delivery of the planned maintenance programme, across the property estate (30%) ▪ Delivery of surveys for asbestos, condition & Accessibility PCC buildings maintained in accordance with the maintenance strategy (20%) ▪ Management of H&S risks for an area of building related statutory compliance, within own competence supporting the Facilities Manager (Hard Services) with the development of the annual/5 yearly planned maintenance programmes and the delivery of the Corporate Estate Asset management Plan (20%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ All maintenance related issues received via the CRM system dealt with ▪ Condition of PCC buildings as required by the maintenance strategy ▪ Maintenance work carried out in accordance with relevant regulatory standards ▪ The PCC (within the corporate estate) is compliant with the HSE competent person function ▪ Compliance with PCC policies and procedures ▪ The development and implementation of the FM management -systems,
Key activities	<ul style="list-style-type: none"> ▪ Undertake asset management survey plans of corporate buildings, including measured surveys, fire, asbestos, condition and –Accessibility surveys, within 	

- the department's planned timescales, programmes and budgets. (25 %)
- To deliver the competent person function, acting as a key contact, for an area of building related health & safety (e.g. asbestos, fire, Radon or Accessibility; providing technical guidance, incident support and investigation. (10%)
 - To produce technical building related H&S statutory compliance policies, within own area of expertise; including the implementation of the policy and the management controls/systems. Ensuring risk assessments, action plans and control measures are implemented as far as reasonably practicable and are appropriately logged (Zetasafe/PIC Logbooks). (10%)
 - To respond to requests from services or the public via the CRM system, including emergency situations, and carry out inspections and take appropriate action, including liaison with building managers, to resolve issues in accordance with the council's maintenance strategy. (10%)
 - Manage the delivery of capital and revenue funded (up to £500,000 p.a), projects within the facilities management annual maintenance programme. Preparing specifications, specialist technical evaluation of tenders, the award of contracts and oversight of the delivery of works – in accordance with the build/refurbishment/demolition contract. Cost management skills to ensure projects are delivered within budget and represent value for money. (10%)
 - Development of the FM Health & Safety Policies and 'management arrangements', using SME expertise to advise the council and oversee the implementation and the monitoring of the appropriate management systems; a key outcome is the improved safety standards within the built estate. (5%)
 - The development and delivery of statutory compliance ELearning and blended training packages, within area of own competence
 - To procure and liaise with contractors to deliver planned and responsive maintenance activities, including carrying out feasibility options, gaining listed building permissions, CDM regulations, building control and planning approvals, liaising with clients and residents. (10%)
 - Prepare and review estimates, quotations, invoices and applications for maintenance payments, this involves reviewing the suppliers monthly invoices, to ensure services offer value for money and are priced in accordance with the agreed contract rates – this involves an underlying expert knowledge of current trade prices (framework supplier invoices are circa £13k per month – per surveyor/postcode area) (5%)
 - Provide SME technical advice to project managers (internal/external) on projects to inform building specifications and life cycle maintenance, mitigating future cost and compliance risks to PCC – monitor the performance of assets post project, often acting a technical expert, providing advice to inform claims - in relation to defects, to support project managers with supplier contract management (5%)
 - Liaise with, and ensure regulatory compliance, external statutory bodies, suppliers and manufacturers (5%)
 - Ability to travel to various sites, to undertake site/building site visits in adverse weather conditions or following a serious incident relating to storm/fire/flood damage. Able to take a lead role on site (on behalf of PCC), instructing works to suppliers and out of hours teams to 'make safe', mitigating any further risk to the public or loss of property. This may involve inter agency liaison (5%)
 - Undertake other duties appropriate to the grade of the post

Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Educated to Degree level or equivalent in a relevant property subject (eg Building Surveying). ▪ Membership of or eligibility for membership of a relevant professional body, eg RICS or CIOB – within 18 months of appointment ▪ Extensive knowledge of building construction, planning & building regulations ▪ NEBOSH certificate in a relevant area ▪ Extensive knowledge of relevant health & safety legislation & principles of risk management and prioritisation
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Extensive knowledge of the Construction (Design and Management) Regulations 2015
Essential experience	<ul style="list-style-type: none"> ▪ Extensive experience of building maintenance methods and techniques ▪ Experience of carrying out building surveys ▪ Experience of delivering reactive maintenance works and maintenance programmes ▪ Experience of prioritising reactive and planned maintenance programmes ▪ Experience of carrying out the role of the competent person function (within a multi-site) built estate, for an area of statutory compliance ▪ Experience of project management for building projects
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of working within a commercial environment, responsible for maximising opportunities to generate additional income or contract growth.
Essential skills	<ul style="list-style-type: none"> ▪ Numerical skills to enable cost effective maintenance solutions to be selected ▪ Ability to work at height, in confined spaces and on site in exposed weather ▪ It skills to use CAD systems and Digital Mapping systems ▪ Communication skills to inform customers/clients of building maintenance plans and progress. Skills need to be able to be tailored to suit the occasion ▪ Planning of own workload to ensure effective delivery of maintenance works/activity ▪ This is a demanding role and the post holder will be required to work autonomously, making decisions within the scope of their allocated responsibilities. Long periods of concentration are required to be able to undertake complex and detailed works, often with conflicting pressures ▪ Management and personal attributes to undertake the competent person function – able to effectively identify and prioritise risks; when required to act appropriately to affect devolved authority to ensure statutory compliance within the corporate estate
<p>Corporate standards</p> <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	