North Northamptonshire Council – Job Description

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| **Building Surveyor** |

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| **Service Area:** | Operations |
| **Reports To:** | **Principal Surveyor** |
| **Responsible For:** | **N/A** |
| **Scale:** |  |

**Overall Job Purpose:**

The Surveyor is responsible for supporting the Principal Surveyor in the delivery of professional case management work, primarily on the corporate portfolio. This portfolio is varied and includes leisure centres, adults services care centres, libraries, civic sites, offices and land. They are required to use their knowledge and expertise to undertake property inspections, liaison with service users and internal and external stakeholders to make recommendations to the Principal Surveyor, and thereafter maintain ongoing effective relationships to maintain services.

Additionally strong customer service skills are required in building and maintaining relationships. The post holder will attend, as necessary, occasional meetings of the council and its committees inside of normal working hours.

**Main Duties and Responsibilities:**

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

1. Reporting and supplying recommendations for improvements/ maintenance requirements to Council properties taking into account Listed Buildings and Conservation areas.
2. Undertaking planned and ad hoc repairs and maintenance of Council properties, including drawing up specifications, repairs order and contract documents for works.
3. Manage internal and external contractor performance to deliver those works on time, on budget and to the required standard. Effective contract administration to include: instruction, valuation, certificates, accounts and documentation.
4. Inspection of works prior to acceptance and payment at practical completion and end of defects liability stages. To incorporate the production of comprehensive ‘snagging’ sheets to support or refute payment applications
5. To have a good basic knowledge of building construction, ability to prepare reports and positively contribute to the preliminaries, preambles and Bills of Quantities for external contract documentation.
6. Have a working knowledge of JCT standard forms of contract law and be able to act as Contract Administrator.
7. Preparation of accurate and achievable programmes of work stages and monitoring of progress against these.
8. To take a role in implementing the team’s work areas as directed by the Compliance and Maintenance Manager ensuring that continuously improving and effective customer service is delivered
9. Providing regular service reports to line manager.
10. Attend meetings as dictated by the contract and liaIsing with contractors supervisory staff.
11. Remain up to date of changes to CDM & Building regulations, IOSH and HSE Guidance.
12. Carrying out and vetting risk Assessments, identifying operational risk and taking action to mitigate those risks.
13. Maintain standards of safety for the public, tenants and employees as required in current legislation and have a working knowledge of the Construction (Design and Management) Regulations.
14. To reply to specific enquiries from customers, councillors, and line managers on matters relating to contractual programmes
15. Ensure compliance and probity with all Council policies and procedures, including Health and Safety of employees, contractors and visitors.
16. Ensure a pro-active approach is taken to Equality & Diversity issues
17. Carry out all reasonable duties allied to the above within the context of the section and department's duties.
18. Provide support and advice on CDM projects for various service areas

**Person Specification**

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

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| **Criteria** | Skills, Knowledge, Experience etc | **Essential / Desirable** | **Method of Assessment** |
| Education / Qualifications | Degree in Building Construction/Surveying. | D | Application |
| Good general education to GCSE level or equivalent | E | Application |
| Experience within the FM/construction industry. | E | Application |
| Skills / Experience | Knowledge of up to date facility management techniques and methods. | E | Application/Interview |
| Clear evidence of supervision, control and monitoring of facility management contracts, involving preparation of tender documentation , interim payments and contract administration | E | Application/interview |
| Experience conducting stock condition surveys of commercial property. | E | Application/interview |
| Experience of contractual procedures and using standard forms of contracts. | E | Application/interview |
| Understanding customer care standards and how they relate to repairs and maintenance | E | Application/interview |
| A good knowledge of health and safety legislation and building regulations, including writing and vetting risk assessments and method statements. | E | Application/Interview |
| Clear evidence of supervising contracts for building works involving preparation of specification, administering payments, variations, defects and completion certificates | E | Application/Interview |
| Well developed communication and negotiation skills | E | Application/Interview |
| Good knowledge of all aspects of Building construction. | E | Application/interview |
| Use of IT systems | E | Application |
| Methodical, accurate and able to work to tight deadlines and prioritise work. | E | Application/Interview |
| Familiar with budget performance and monitoring. | E | Application/Interview |
| Full valid UK, or equivalent, driving licence | E | Application/Interview |
| Knowledge of CDM regulations | E | Application/Interview |
| Miscellaneous | Team player with good interpersonal skills | E | Application/Interview |
| Demonstrate effective media and presentation skills | E | Application/Interview |
| Motivated by achievement of goals and improvement in others | E | Application/Interview |
| A desire to achieve high levels of professional competence in the execution of work | E | Application/Interview |
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