

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Building Surveyor
Service Area / Team	Commercial & Technical Services / Property
Reports to	Engineering and Buildings Manager
Post Number	CS084
Grade & Annual Salary	TBC
Politically Restricted Post	No
DBS Requirement	Standard

JOB PURPOSE
<ul style="list-style-type: none"> To provide appropriate professional expertise in all aspects of building surveying and asset management, including the assessment of long-term condition and recommending appropriate maintenance strategies. To support the Property Engineering and Buildings Manager in ensuring Council's Property portfolio is maintained to a high standard and complies with all statutory requirements. To prepare specifications of work, procure suitably qualified contractors and monitor and supervise contracts on site. To lead on the management and monitoring of the responsive repairs in house service and/or planned maintenance programmes as directed. To provide information and advice on maintenance and condition matters to other Council departments, related public agencies and consultants.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> To undertake condition surveys on Council owned properties as required. 	Weekly
<ul style="list-style-type: none"> To prepare contract specifications and documents for quotes and tenders in accordance with the Council's Standing Orders. 	Weekly
<ul style="list-style-type: none"> To monitor and supervise contracts and works in progress from inception to completion including budgetary control. 	As required

<ul style="list-style-type: none"> To identify installations where planned maintenance schemes would be of financial or operational benefit to the Council. 	Ongoing
<ul style="list-style-type: none"> To take a lead in areas of statutory compliance for the Council's property portfolio as directed, developing specific expertise and ensuring appropriate monitoring, record keeping and maintenance works are in place. 	Daily
<ul style="list-style-type: none"> To identify areas with a view to energy conservation and to actively promote the use of energy conservation schemes where identified. 	Ongoing
<ul style="list-style-type: none"> To ensure that the requirements of the Health & Safety at Work Act 1974 and the Construction Regulations and Codes of Practice are maintained and that safe working practices are adopted at all time. 	Daily
<ul style="list-style-type: none"> To respond to queries and complaints in relation to surveying and responsive maintenance matters. 	Daily/Weekly
<ul style="list-style-type: none"> To provide information and advice in respect of surveying and property matters to other Council departments, related public agencies and consultants. 	As required
<ul style="list-style-type: none"> To provide information and advice in respect of mechanical and electrical building services. 	As required
<ul style="list-style-type: none"> To prioritise responsive repairs, risks assess and directly manage maintenance officers in the requirements for each job or to alternatively appoint external contractors where works would exceed their capabilities and to assess quality of work on completion. 	Daily
<ul style="list-style-type: none"> To assess contractors work and recommend for payment, and further works. 	Ongoing
<ul style="list-style-type: none"> To advise the asset management board on works required to maintain current and future use of assets and costs. 	As required
<ul style="list-style-type: none"> To provide support to the Engineering and Buildings Manager in managing and monitoring the budgets allocated to the property maintenance function. 	Ongoing

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

ADDITIONAL INFORMATION

Responsibility for Staff (direct reports)	N/A
Responsibility for Staff (indirect reports)	N/A
Financial / Budgetary Accountability	
• Overall Accountability/control (£ value)	N/A
• Directly Managed (£ value)	N/A
• Income Generation (£ value)	N/A
Responsibility for Physical Resources	Responsible for laptop and mobile phone.
• Vehicles / Equipment / Tools	Responsible for accurately updating the Badger system. Also
• Information Systems	Collaborative Planning, civica,
• Buildings / External Locations	Responsive repairs records etc.
• Maintenance	
• Stocks / Supplies / Procurement	

	<p>Responsible for Property team key holders and corporate key holder information.</p> <p>Responsible for ensuring adequate stocks, supplies & technical equipment are available for the team.</p>
Responsibility for Service Contracts	<p>Responsible for Statutory Compliance which includes cyclical maintenance and asbestos annual checks.</p>

The key decision making areas in the role

- To provide day to day management and supervision of work within the allocated areas of responsibility.
- To assist in the supervision of and manage the workload of the in-house Maintenance Officers in the effective delivery of the responsive repairs service.
- To provide support in the management and monitoring of budgets allocated to the property maintenance function.
- To undertake asset inspections and surveys of the Council's property and land assets.
- To report on the condition of structures, car parks and infrastructure and identifying the severity of defects, method of repair, cost for repair and possible implications of non-action as appropriate.
- To prepare design briefs and specifications, including the production of drawings and technical data.
- To supervise the work and progress of consultants or contractors on site and to verify/measure works completed, including monitoring standards and processing of payments.
- To investigate complaints associated with all aspects of property and land to determine an appropriate course of action to be taken, including responding to complainants.
- To provide professional advice to the Council.
- To assist with supervision, contract management and recording of the cyclical requirements, e.g. servicing of central heating boilers & pumps to the Civic Centre and Hythe pool, electrical testing certificates to all Corporate and GM assets, access control, legionella, eye bolts, intruder alarm, fire alarm etc. (29 cyclical areas identified at this time).
- Ensure all works comply with CDM 2015 legislation and advise the organisation on compliance be it as a Client, Principal Designer or Principal Contractor.
- Help implementing the council's Asset Management Strategy; reviewing current practice and developing new ways of working in line with best practice. To include: Asset Challenge, Maintenance Strategy, including planned maintenance programmes and general statutory property management.

The wider context of the role

- Contribute to the overall management of the Council's estate by helping manage, maintain and develop a revenue stream from the 700 properties and land owned and maintained by the council (£19.0million in Asset value) and by improving the condition and performance of the portfolio.

NATURE OF CONTACTS

Internal	<ul style="list-style-type: none">• Employees• Managers• Head of Service• Corporate Management Team• Elected Members
External	<ul style="list-style-type: none">• Suppliers• Contractors• Public• Neighbouring Authorities• Kent County Council• Southern/Affinity Water• Historic England• Natural England

Progression in Role

- **Starting – the required related knowledge / skills / qualifications and experience required at selection**

The post holder will be expected to have a minimum of 2 years' experience in a professional building surveying related position and a minimum of HNC level construction qualification.

They will have experience managing construction projects and have a sound degree of construction knowledge with practical experience of undertaking full building surveys.

The post holder will have an understanding of cyclical maintenance requirements. Excellent interpersonal skills and an ability to communicate information clearly and accurately to a variety of audiences, both internal and external, including non-specialists.

Experience of construction regulations.

- **Induction – what initial induction / training is required to become proficient in this role?**

During the first few weeks of employment the post holder will be expected to follow the basic corporate induction framework, attend the next available formal corporate induction session and complete any departmental induction requirements.

In addition, the post holder will need to;

- Look into the types of property on the asset register
- Know the budgetary cost codes for assets
- Look into the cyclical requirements spreadsheet
- Undertake training on use of badger
- Understand the Property Repairs Request process
- Condition survey training
- Preventative maintenance
- Asbestos awareness “A” training
- Know the Public Sector Procurement rules

• **Proficient – how would this be displayed in the role?**

The post holder will;

- Have a sound working knowledge of all SDC corporate property assets in the area i.e. Public toilets, car parks, public buildings.
- Have a sound working knowledge of statutory regulations and compliance and will have commissioned servicing works.
- Be able to freely and quickly search for archive/historic building information from within the property services drive or badger software.
- Manage the PRR system efficiently, carrying out quality checks and record data.
- Be able to produce technical drawings, complex specifications and tender documents.
- Will be progressed with condition survey requirements and will provide recommendations to Property Manager for repairs.
- Asbestos Awareness “A” complete
- Project manage planned maintenance works.
- Provide construction advice to other council departments / local authorities
- Higher education qualification / introductory professional qualification e.g. AssocRICS, AaPS

• **Advanced – what additional characteristics will be displayed?**

In addition to the activities mentioned above the activities mentioned above, the post holder:

- Provide professional reliable advice to all departments / local authorities on building maintenance / statutory requirements.
- Undertake principal designer function for SDC.
- Will continue to carry out CPD and remain on top of statutory changes and advise of potential future impact to the organisation.
- Will demonstrate initiative in proposing, time, cost & quality savings to the council in terms building management.
- Professional institution qualifications e.g., MRICS MCIQB MCABE IMAaPS

Folkestone & Hythe District Council Person Specification

Post Title: Building Surveyor

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> • Good level of surveying knowledge. • Relevant surveying/ building/property related qualification to a minimum of HNC. • Electrical, mechanical building services knowledge. 	✓	✓	
	Desirable <ul style="list-style-type: none"> • Higher educational qualification, i.e. RICS. 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> • Sound working knowledge of construction and building maintenance • Experience of assessing and reporting on building conditions and defects • Relevant experience of preparing specifications of work, tendering and appointing contractors • Knowledge of all relevant health and safety and statutory compliance requirements • Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook. 	✓	✓	

	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of public sector procurement practice • Experience of supervising contract works on site. 	<p>✓</p> <p>✓</p>	<p></p> <p>✓</p>	
<p>Skills and Abilities</p>	<p>Essential</p> <ul style="list-style-type: none"> • The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums. • Ability to write clear, logical reports and statements. • Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times. • Ability to work as part of a team and on own initiative, taking responsibility for personal workload and actions.. • Flexible, adaptable and receptive to new initiatives and change. • Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service. • Ability to travel within the district in an effective and efficient manner. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	