

Role Profile and Specification – Building Surveyor

Service Area	Housing Services
Role Title	Building Surveyor
Location	Oxted/Agile
Reports to	Property Services Manager
Salary/Grade	M2
Duration/Hours	37 Hours per week

Service Area Purpose

The Property Services Team ensures that the Council's assets, including the Council's housing stock, wider buildings and its neighbourhoods are safe, clean, and compliant. Sat within the Housing service area, this team are knowledgeable across a broad range of technical disciplines and use their detailed knowledge and/or technical skills for inspecting aspects of the physical environment (housing, car parks, park buildings, trees etc.) recommending/specifying the best course of action. All surveyors will be trained in efficient contract management and will be accountable for the performance and contract delivery.

Job Purpose

- To provide a comprehensive building surveying service to the Council covering all types of property, with a focus on effective, compliant maintenance
- To undertake the supervision and management of repair and renewal works to property owned by the Council including both Housing Revenue Account, and Corporate owned assets
- To assist in undertaking condition surveys of a wide variety of both residential and non-residential property
- To assist in maintaining robust programmes for ensuring that property is compliant with statutory regulations
- To support the Legal and Estate Management teams in providing building survey and inspection advice in relation to the assessment of contractual liabilities, preparation of schedules of condition, the negotiation of claims and to support the Right to Buy process
- To undertake audits and inspections of property for a broad range of purposes including energy management and stock condition control

Key Objectives

- To ensure all work conforms to all relevant British, European and International Standards and relevant Codes of Practice and to ensure, under guidance where appropriate, that Construction Design & Management (CDM) Regulations and other health and safety legislation are properly taken into account
- To undertake building audit work for a range of purposes including assessing the energy performance of buildings and their accessibility for disabled persons
- To have regard at all times to the Council's Customer Service Charter
- To comply with all quality procedures and standards set by the Council and to identify where quality service improvements can be for the benefit of the users of the service
- To ensure that suggested improvements are made, in writing, to the designated quality manager
- To ensure that data quality objectives are met
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with policies and procedures relating to Health and Safety within the Council
- To comply with the policies and processes of Tandridge District Council
- To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description

Specific Responsibilities

- To support the Senior Building Surveyor and Property Services Manager in the day-to-day work covered by the Property Services Team
- Be account table for the management of specific contracts within the service area ensuring contract management actions are recorded focusing on performance, value for money and resident satisfaction.
- To successfully manage contracts for planned and cyclical works. Monitor performance by site visits, liaising and negotiating with contractors, clients and other professionals to ensure contracts are delivered to time, cost constraints, according to CDM requirements and to quality standards. To certify straightforward certificates and orders for payment (within value limits set from time to time)
- To undertake condition surveys and to help identify and provide estimates of necessary future maintenance requirements. Identify condition and planned maintenance issues in relation to building services and assist in providing

advice concerning the further assessment and costing of related requirements

- To use formal tendering procedures and/or comply with other relevant procurement requirements, analyse tenders and prices submitted and ensure compliance with specification and requirements, evaluate proposals and make recommendations for works
- To prepare specifications, drawings and contract documents for a range of repair and maintenance construction works. Schemes to include working drawings and detailed cost estimates
- Work with teams across the Council, providing technical advice and guidance as required
- To support other team members in preparing, implementing and monitoring effective regimes for ensuring compliance with statutory regulations in relation to the Council's property assets

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• Educated to degree level or vocational qualification in relevant construction related discipline or equivalent expertise in one of the areas covered by the Property Services Team• A UK driving licence with access to vehicle	<ul style="list-style-type: none">• Professional Membership of the Royal Institution of Chartered Surveyors

Experience

Essential	Desirable
<ul style="list-style-type: none">• At least two years' experience of successfully working in a building surveying role to a good professional standard	<ul style="list-style-type: none">• Experience in working with teams across an organisation to improve services

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Good knowledge of building structures and services and common defects• Working knowledge of inspecting and surveying a diverse range of property	<ul style="list-style-type: none">• Experience of working in a local authority environment or ability to demonstrate familiarity with property/ construction issues that are specific to the public sector

<p>and a working knowledge of building services</p> <ul style="list-style-type: none"> • Working knowledge of building project design, CAD drawing, specification preparation, preparation of condition surveys and building cost estimation • Strong knowledge of construction project procurement, contract management and cost control • Ability to use Microsoft Windows applications • Understanding of the broad requirements of the data protection principles • A commitment to equality and diversity 	
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