



## **JOB DESCRIPTION**

<b>POST:</b>	<b>Building Surveyor – Civil Engineer (CE)</b>
<b>DEPARTMENT:</b>	<b>Building Services</b>
<b>REPORTING TO:</b>	<b>Asset Management Team Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>Mentoring Junior Building Services Team members</b>
<b>Grade:</b>	<b>5</b>

## **MAIN JOB PURPOSE:**

- a) To undertake and deliver surveys, reports, studies, designs, contracts etc for reactive, cyclical and planned maintenance work in respect of all corporate and housing assets and civil engineering infrastructure.

## **DUTIES AND RESPONSIBILITIES:**

- a) To prepare contract documents, liaise with consultants, obtain relevant consents and seek tenders for reactive, cyclical and planned maintenance projects in respect of all corporate and housing assets.
- b) To carry out the supervision and financial control of reactive, cyclical and planned maintenance schemes in accordance with financial regulations.
- c) To use professional judgement to interpret legislation in respect of contracts, statutory requirements and health & safety (particularly in relation to the workplace, legionella and asbestos).
- d) To contribute to the development and implementation of Asset Management Strategies (and Business Plans) in relation to the corporate and housing assets of both Councils.
- e) To ensure specific revenue and capital projects are delivered on time and to budget in relation to building services projects within the Housing Revenue Account and the General Fund.
- f) To introduce innovation wherever possible, particularly in terms of energy conservation, new building systems etc.

## KEY RELATIONSHIPS:

- a) Working collaboratively with professional teams (internal and external) on projects.
- b) Working collaboratively with other operational delivery teams across the organisation, particularly BMBS.
- c) Working with the occupiers of corporate buildings during periods when specific works are being undertaken.
- d) Working with tenants and their representative groups.

## Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No
- d) The post will require travel to all corporate buildings, customers' homes and other sites on a regular basis. Yes
- e) The post requires out-of-hours working whenever elements of the fabric of the Council's corporate buildings malfunction in order to ensure continuity of service delivery during normal working hours. Yes

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## Building Surveyor

- Relevant qualification in building surveying or civil engineering.
- Demonstrable experience required in building maintenance projects and civil engineering type projects including pavings and roads, drainage, utilities, car parking, street lighting, and external disabled access.
- A good understanding of building services and civil engineering issues.
- Responsibility for the well being of people e.g. council tenants, residents and members of the public e.g. through installation of pavings and roads, drainage, utilities, car parking, street lighting, and external disabled adaptations (such as access ramps) etc.
- The post-holder will be responsible for delivering various building contracts.

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
a) Relevant qualification at HNC, HND or NVQ4, or other recognised qualification, or relevant experience.	A/I
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
a) Experience in the delivery of cyclical and reactive repairs and maintenance services in relation to the fabric of, and equipment within, and civil engineering services to corporate buildings, public realm and social housing.	A/I  A/I/TP
b) Experience in computer applications is essential in relation to monitoring and data management.	A/I
c) Experience in producing a variety of contract drawings and documentation.	A/I
d) Demonstrable experience in the design, and contract administration of maintenance projects.	A/I/TP
e) A good understanding of the range of contract types and specifications available for construction works.	A/I/TP

f) An understanding of cyclical and reactive repairs and maintenance services.	A/I
g) A good understanding of computer applications is essential in relation to monitoring and data management.	A/I/TP A/I/TP
h) Up-to-date knowledge of regulation and enforcement in relation to health & safety, and in particular legionella and asbestos.	A/I/TP
i) The ability to analyse, interpret and/or gather complex technical data.	A/I/TP
j) A good understanding of general building work practices in other disciplines.	
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
a) The ability to work cooperatively within a team environment.	A/I
b) The ability to prioritise conflicting demands when under pressure.	A/I/TP
c) The ability to communicate effectively, whether within a technical environment, or within an environment that requires the explanation of technical issues in plain English for the benefit of the customer.	A/I/TP
d) To be pragmatic and be able to consider and show respect for the views and opinions of others.	A/I
<b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



# Our Values

...we believe in



**OUR PEOPLE**



**OUR CUSTOMERS**



**BEING OPEN and HONEST**



**TAKING OWNERSHIP**



**BEING AMBITIOUS**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

