



JOB DESCRIPTION

POST:	Minor Works Surveyor
DEPARTMENT:	Building Services
REPORTING TO:	Team Manager – Asset Management
RESPONSIBLE FOR:	No deputies report to this post
Grade:	5

MAIN JOB PURPOSE:

To be a Professional/Specialist for both Councils 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. To lead on minor works projects including the specifying, tendering and managing contracts or works, working with a Building Surveyors to deliver larger (Circa £300k+) projects.

DUTIES AND RESPONSIBILITIES:

- a) To provide consultancy for all services provided by the Councils to our tenants, to all other services within the Councils, and to external organisations and individuals who have direct contact with the Councils.
- b) To prepare contract documents, liaise with other professionals, obtain relevant consents and seek tenders for reactive, cyclical and planned maintenance projects in respect of all corporate and housing assets.
- c) To carry out the supervision and financial control of reactive, cyclical and planned maintenance schemes in accordance with financial regulations.
- d) 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).
- e) To ensure that the fabric of all housing and corporate buildings is fully maintained, particularly in relation to statutory obligations.
- f) 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.

- g) To introduce innovation wherever possible, particularly in terms of energy conservation, new building systems etc.
- h) Working collaboratively with professional teams (internal and external) on multi-disciplined projects.
- i) Working collaboratively with other operational delivery teams across the organisation.
- j) Working with the occupiers of corporate buildings during periods when specific works are being undertaken
- k) Working with tenants and their representative groups
- l) Responsibility for the wellbeing of staff, contractors, residents and public through construction project work with specific regard to Health and Safety legislative requirements and adaptations for disabled users.
- m) The postholder will carry out contract administration on small and medium sized contracts, which will include the preparation of contract instructions and payment certificates. This will involve making day-to-day decisions on installation and design as well as quality control. More important decisions will be made by reference to his/her supervisor or section head. The postholder will be expected to refer matters of medium and high financial involvement to his/her supervisor or section head.
- n) The postholder will require a specialism in damp and condensation within homes, including investigation, analysing, specifying and eradicating the cause. This will be a fabric first approach.

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**
- a) The posts will require travel to all corporate buildings, customers' homes and other sites on a regular basis

- b) 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.

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.

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
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Relevant qualification in building surveying or construction related discipline (foundation degree level is desirable)	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Demonstrable experience required in building maintenance projects	A/I
A good understanding of building services	A/I
Experience of problem solving on a regular basis, particularly in terms of building performance, improvement, development or maintenance specialised fields	A/I
Significant experience is required across a range of contracts and projects in the field of building surveying	A/I
The post-holder will need experience in and be responsible for delivering various building contracts and experience in selecting, writing and analysing contracts including negotiating conflict resolution.	A/I
The postholder must have experience of small to medium projects, which will be required to prepare feasibility studies, site surveys, technical drawings and contract documentation. On larger projects the postholder will contribute to these functions as part of a team. The postholder will be required to prepare applications for planning and Building Regulations consents.	A/I
The postholder must be capable of gathering stock condition data during the course of visiting the Council's housing stock	A/I
The postholder will need a proven record of initiative in solving problems on site to ensure continuity of work with solution delivery outcome based	A/I
The postholder needs experience of selecting construction techniques, materials, and components.	A/I

<p>Experience of working with external contacts will include contractors, service utilities, public and private bodies, tenants and the general public. The postholder will be involved in negotiations with service utilities, suppliers and contractors on matters which could have financial implications for the Council. Contacts will be a mixture of face-to-face, electronic and formal letters.</p>	<p>A/I</p>
<p>A good understanding of the range of contract types and specifications available including legal contracts and application</p>	<p>A/I</p>
<p>A good understanding of computer applications is essential in relation to monitoring, specifying and data management</p>	<p>A/I</p>
<p>Up-to-date knowledge of regulation and the ability to enforce with regard to health & safety, and in particular legionella, asbestos, HHSRS, CDM and tenant safety</p>	<p>A/I</p>
<p>The ability to analyse, interpret and/or gather technical data</p>	<p>I</p>
<p>Experience in maintenance management with regard to site inspection, analysis and rectification</p>	<p>A/I</p>
<p>Experience in the delivery of cyclical and reactive repairs and maintenance services in relation to the fabric and equipment within, corporate buildings and social housing</p>	<p>A/I</p>
<p>Understanding of damp and condensation issues in dwellings with the ability to diagnose, specify and administer corrective action</p>	<p>A/I</p>
<p>A good understanding of work practices in other maintenance disciplines</p>	<p>A/I</p>

SKILLS/ATTRIBUTES

(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)

- a) To be pro-active at all times, with a flexible, pragmatic approach to supporting and guiding colleagues and managers
- b) The ability to work cooperatively within a team environment
- c) To be able to operate independently representing a specialist area
- d) The ability to prioritise conflicting demands when under pressure
- e) 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
- f) To be able to consider and show respect for the views and opinions of others
- g) Ability to negotiate with external parties to deliver projects and outcomes to a tight budget whilst remaining compliant to legislation and good practice
- h) The ability to prioritise works whilst working in an agilely from a variety of locations or on site.
- i) Ability to make decisions on site and relay that decision making process to all audiences in clear plain English.
- j) Decision making will be include safety, best practice, legislation and financial implications.

BEHAVIOURS

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

EQUALITY AND DIVERSITY	
<p>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).</p>	<p>A/I</p>



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.

