

Job Description

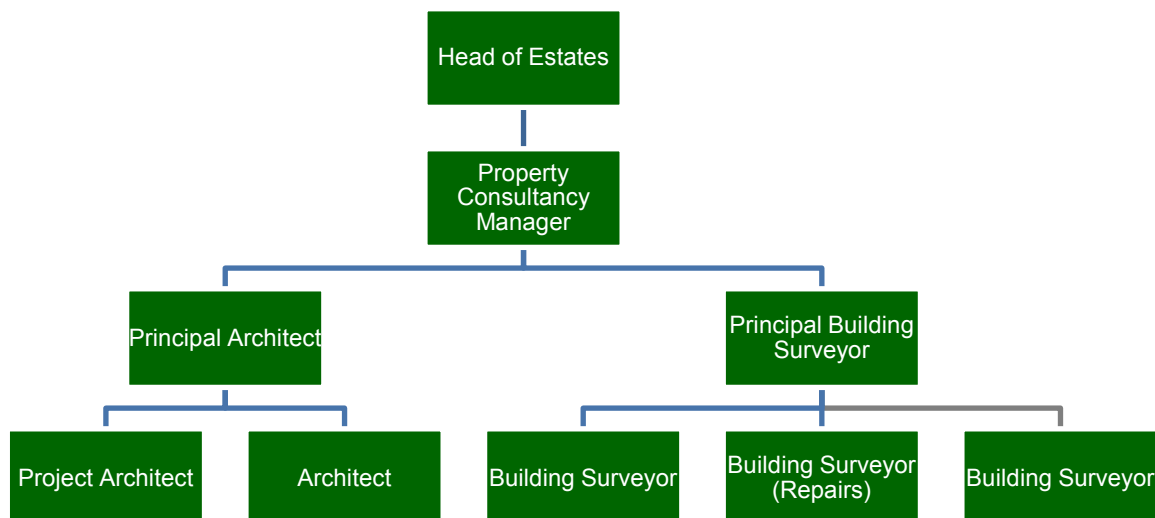
Post Title	Building Surveyor (Repairs)
Post Number:	000149
Business Unit	Finance and Estates
Business Unit team	Property Consultancy (Technical and Design) Services
Accountable To (<i>Line Manager</i>):	Principal Building Surveyor
Responsible For (<i>Direct Reports Post Title</i>):	N/A

Job purpose

Stevenage Borough Council is committed to establishing a centre of excellence for the design, construction, repair and maintenance of its operational and non-operational buildings.

The post holder will be required to provide a professional building surveying service delivering a diverse range of repair and maintenance related works from inception to completion. This will be across the council's property portfolio (comprised of both operational and commercial properties), ensuring that the council's property / building assets are compliant, and all assets are improved, repaired, maintained and in a good state of repair and fit for purpose.

Organisational position



Note: The above is the current organisational structure. The council is currently undertaking a Corporate Landlord review that may result in changes to the structure and reporting lines.

Key tasks, duties, responsibilities and accountabilities of the post

The service requires that individuals at all levels can demonstrate enthusiasm and flexibility and take responsibility for providing a service to meet the expectations of the council's property manager's, users and external clients. This commitment requires that there is a dynamic and flexible service that provides the core skills of architecture, building surveying and project management as well as wider consultancy skills in a rapidly changing environment.

Under minimal guidance and support, manage the delivery of improvement works, maintenance, reactive and planned repairs/replacement works, from inception to completion to a wide portfolio of properties including commercial and the councils operational corporate buildings.

Operational

- Interpreting briefs, scope of works and project requirements from, client officers, project sponsors, and external clients and stakeholders, tenants and external organisations.
- Identifying and recommending the need to appoint specialist and consultants
- Ensuring project delivery within a strict qualitative and commercial framework.
- Identifying and diagnosing defects and implement cost effective solutions for repairs /improvements.
- Preparing outline specifications and estimates during the design process and detailed specifications for quotation purposes. This shall also include the contract conditions, preliminaries, and schedule of works.
- Preparing drawings sufficient for to convey work required.
- Investigate selection of appropriate materials and methods of construction.
- Preparing quotation documentation and inviting quotations.
- Project management.
- Quotation and tender evaluation.
- Site inspections and supervision and contract administration of projects. Visit site ensuring that the works are carried out in accordance with the contract documentation.
- Carry out building / stock condition surveys preparing reports on findings.
- Identify building defects and provide recommendations for repair, preparing estimates as required.
- Provide technical and/or construction advice to internal and external key contacts who may have limited technical knowledge, and provide suggestions and solutions.

Management

- Managing your own time to meet the works programme in accordance with instructions.
- Be customer focussed, working to a consistently high quality and adopt prescribed procedures to ensure compliance with the council's policies, strategies, Standing Orders (including financial and contract) and relevant codes and legislation.
- Supervise work on site and provide a quality control service for the client to ensure work is carried out to agreed standards and specification, including taking action where work does not meet the required standard.

- Supervise reactive and planned repairs and maintenance works to ensure this is delivered to the required standard and to liaise with building managers, Stakeholders, tenants and others affected by the work to ensure work is delivered safely and with minimal disruption.
- Maintain daily work diaries and time records and submits weekly reports to the Principal Building Surveyor on progress with planned work and assist with the resolution of claims, complaints or disputes.
- Attend and chair meetings where necessary and liaise with the client, contractors, consultants, design/project team, council officers and external organisations.
- Ensure compliance through the proper preparation of estimates, specifications, drawings, agreements and coordination through the design and work plan process and construction phases of the project.
- Use of quality control techniques, procedures and document management systems.
- Making use of IT systems to ensure the efficient delivery of the service.
- Ensure the principles of sustainability and whole life costing are applied to all projects.
- To value work using a schedule of rates and authorise variations requested by the contractor within specified limits.
- To maintain and enquire on property records, programmes of work and IT systems to ensure work is being effectively programmed.
- Maintain constructive relations with contractors and monitor their performance, dealing with day to day queries and bringing relevant issues to the attention of manager.
- Ensure all work is carried out in accordance with current health and safety legislation relating to the construction industry and to ensure the contractors are keeping adequate records.

Financial

Adopt and maintain best practice and probity across the following:

- Ensure control and monitoring of costs for works up to £75K providing monthly status reports to the Principal Building Surveyor.
- Ensure the proper and timely processing of payments to contractors, consultants and other suppliers.
- Validating contractor's applications for payment and certifying payments due.
- Providing outline estimates and advice concerning the cost of construction works.

Other

- Ensure continuing professional development by taking active steps to identify training and vocational opportunities made available by the council
- Ensure that a customer-focussed approach is taken, both in relation to members of the public and internal customers and external organisations including an effective response to complaints.
- Maintain confidentiality of all information gained during the course of employment that relates to other employees, the public, contractors, elected members etc.
- Accept responsibility for own health and safety and that of others as set out in the council's health and safety policies.

The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations

- Provide regular project information and updates through the use of integrated property related software applications.
- Liaise with the planning authority and building regulations officers and other regulatory authorities.
- Liaise with commercial and domestic tenants / leaseholders, Building Managers and all Stakeholders.
- Liaise with organisations and external clients.
- Liaise with and provide technical and project advice to council officers, project Sponsors / Owners, external customers and stakeholders and external organisations / clients
- Responsible for liaising, coordination and direction of external consultants and contractor's

Governance, Corporate and other responsibilities

- Adhere and ensure compliance to the Council's policies, rules and procedures including, Health and Safety, Equality & Diversity, information management including Data Protection, HR, all other legislative responsibilities, governance, financial and procedural rules.
- Ensure compliance to the organisation's Code of Conduct in the delivery and provision of services to staff and the community.
- Be prepared to undertake additional duties not included above that are appropriate to the job grade and qualifications, skill and experience as contained within the Person Specification, recognising that this Job Description will be kept under review and may be amended at the Council's discretion to ensure organisational needs are met.
- Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups of applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by [Hertfordshire Safeguarding Adults Board](#).

Person Specification

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)	
Knowledge, Skills and Abilities	Detailed knowledge of building technology.	Yes		I	
	Knowledge of building and structural defects and repair solutions and developed skills in the preparation of schedule of works and specifications as required at the various stages of the project including documents for quotation and tendering purposes.	Yes		A&I	
	Ability to prepare simple drawings, to a level as required at the various stages of the project	Yes		I	
	Ability to think creatively to resolve design and property related problems.	Yes		I	
	Knowledge of the procurement process.	Yes		A&I	
	Knowledge of Planning, Building Regulations, Development Control, Health and Safety & Party Wall Act, and when these need to be applied.	Yes		I	
	Knowledge of the requirements to meet the CDM regulations 2015 and the role of Designer and Principal Designer.	Yes		A&I	
	Ability to work, collect and analyse information under reasonable pressure and working to deadlines.	Yes		A	
	Good general project management skills	Yes		A&I	
	Good organisational skills with ability to manage and prioritise own workload and work as part of an internal team and maintain a high level of self – motivation and work with minimal supervision	Yes		A&I	
	Ability to communicate effectively - orally, graphically and in writing. Understanding of and some ability to prepare written reports and feasibility studies.	Yes		A	
	Completed, HND or HNC/BTEC , or third year of an accredited or completed other construction related degree in Architecture or Building Surveying	Yes		A	
	Full member of RICS (MRICS / FRICS) or currently enrolled on the RICS APC or equivalent working to achieve Chartered status as a Building Surveyor			Yes	A

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
Experience	Experience of working in either architectural or surveying Office.	Yes		A
	High level experience in the delivery of reactive and planned repairs and maintenance work from inception to completion.	Yes		A&I
	Experience in liaising directly with and coordination of contractors and consultants, project sponsor and external organisations and other members of the project team.	Yes		A&I
	Experience in taking on the role of designer and Principal Designer in accordance with the CDM regulations.	Yes		I
	Experience in managing various stages of projects from inception to completion.	Yes		A&I
	Extensive experience in diagnosing defects and developing repair solutions.	Yes		A&I
Any Other Attributes required for the role not mentioned above	Ability and willingness to travel to other locations as required for the role	Yes		A
	Flexible approach to working and the ability to work outside of normal working hours when required.	Yes		A
	Valid full driving license and insurance for business use if driving own car.		Yes	A
	Ability to attend committee, public and other meetings.	Yes		A
	The ability to easily and fully access existing buildings and construction sites for survey and inspection purposes, access lofts cellars etc. Ability to attend to facilities without the use of the lifts.	Yes		A
	Promote the image of the service.	Yes		