

BCP Council
JOB DESCRIPTION

SERVICE UNIT: **CUSTOMER & PROPERTY OPERATIONS**
JOB TITLE: **BUILDING SURVEYOR**
REF NO:
GRADE:

RESPONSIBLE TO : **Property Services Manager**

MAIN PURPOSE

- To contribute to the BCP's Property Management, predominantly the work involves managing third party relationships for the delivery of Building Surveying services, namely:-
 - Building inspections, surveys and schedules of dilapidation/ condition;
 - Response maintenance and repair works;
 - Planned programmes of works;
 - Servicing and Compliance
 - Design, specification and cost estimating associated with the above and with other small projects
 - Procurement and management of specialist consultants and contractors
 - Assisting in the pro-active delivery of planned and response building maintenance services for all property within the corporate portfolio to ensure that all Borough services can be delivered from fully operational fit for purpose accommodation and stable working environments at all times.
 - Contribute to the collection and analysis of data regarding Building Condition while having an active role in ensuring that the Borough meets its legal obligations and industry Best Practice guidelines, with regard to property maintenance, including, but not limited to, Health and Safety, Fire Precautions, Legionella, Asbestos, Equality Act & CDM Regulations.
 - To be responsible for the delivery of small building alteration projects
 - Ensure that all services are delivered are value for money whether delivered by in house teams, external consultants, contractors, suppliers, and larger diverse mixed teams, all works should be in accordance with agreed financial, technical and time related targets.

MAIN RESPONSIBILITIES

1. Contribute to the property related service, aimed at ensuring that property best facilitates BCP's service delivery and corporate objectives in accordance with relevant Service Level Agreements and Business Continuity requirements. To undertake work in a value-for-money manner; within legal property obligations, professionally and pro-actively all while meeting the sometimes difficult requirements of customers.
2. Comply with Council decisions and policies; Audit and Procurement; other Statutory, professional body and wider government guidance.
3. Manage delivery by external consultants and contractors and ensure that all contracted parties meet appropriate standards and perform in accordance with the terms and conditions of their engagement
4. To liaise with and assist other officers as required to ensure a current record of the Council's property holdings is maintained, in particular with associated annual inspections and periodic surveys to update the property asset database.
5. To assist in undertaking building surveys and ad hoc inspections including defects and risk appraisal; specify and cost remedial works required; and, if necessary, oversee the satisfactory completion of such remediation work
6. To assist with the development and implementation of comprehensive and integrated maintenance and improvement programmes, contracts, policies and guidance in support of the Councils Property Strategy.
7. Response maintenance for day-to-day repairs, Planned maintenance, Capital/Revenue Works programmes to comply with Health and Safety, Disabled Discrimination Act, Fire safety, Asbestos Management and Legionella requirements plus promoting and assisting delivery of carbon reduction initiatives associated with construction and use of Council buildings.
8. Deliver small projects, working closely with other Service Unit customers to agree design briefs and cost plans with client units and colleagues, and to then progress in accordance with these documents.
9. Deliver any building surveying services (survey, maintenance and repair advice and/or work, small projects) required by schools in accordance with pre-agreed arrangements. With particularity with regard to the costs, timing and quality of works and associated fee arrangements
10. Assist senior team members in producing work schedules, designs, specifications, drawings, programmes, technical reports and fee calculations together with preparing and submitting applications for Planning, Listed Building, Building Regulations consent as well as notices required under Countryside and Wildlife Act, Highways Act, Public Health Act and Health and

Safety at Work Act and Party Wall issues in connection with building and maintenance works.

11. Assist senior team members to produce professional, accurate, budget costs and timescales for planned and response repair maintenance works, other planned work and small project works. To maintain financial control, for agreed programme of works, including the analysing of contractors / consultants tenders, valuations, variations and final accounts

12. To monitor evaluate and analyse budgets, exercising budgetary control measures in respect of Building Surveying services, including the monitoring of all costs against agreed budgets. Ensure clients are kept informed at all key stages

13. To assist in the development of quality initiatives and statistical information including key performance indicators against both local and national targets

14. To comply with all decisions, policies and standing orders of the Council, including audit requirements and corporate and service unit requirements and any relevant statutory or government requirements, for example the Health and Safety at Work Act, Equality Act and Data Protection Act.

15. To undertake such other duties as may be required from time to time commensurate with the level of the post.

Prepared by: Property Services Manager

Updated: June 25

PERSON SPECIFICATION

Attributes & Criteria	ESSENTIAL/ DESIRABLE	Method Of Assessment
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Demonstrable proven track record and experience in respect of building surveys, repairs and maintenance, and small projects • Demonstrable proven track record and experience of working in a multi-disciplinary team. 	E	<p>Application form</p> <p>Interview</p> <p>References</p>

Attributes & Criteria	ESSENTIAL/ DESIRABLE	Method Of Assessment
<ul style="list-style-type: none"> • Demonstrable proven track record and experience of contract management • Good working knowledge of all related Regulatory and Statutory requirements • Demonstrate an ability to apply thorough financial controls • Good working knowledge of IT systems 		
<p>QUALIFICATIONS/TRAINING</p> <ul style="list-style-type: none"> • Professional qualification in Building Surveying (or related discipline) with demonstrable track record of working in and through the building industry. • Possess a clean driving licence • Will be classed as an essential car user 	E	Application form Certificates
<p>APTITUDES/ABILITIES</p> <ul style="list-style-type: none"> • Motivated and able to meet deadlines • Orderly and systematic approach to work • Good communicator/professional presence • Full knowledge of construction contract process • Able to quickly identify problems, define solutions and move forward 	E	Application form Interview References
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Good working knowledge of Building Regulations • Good working of building related Health & Safety legislation including compliance • Ability to design solutions to rectify building issues 	E	
<p>ATTITUDES/MOTIVATION</p> <ul style="list-style-type: none"> • Be a team player • A strong commitment to the Unit and the Borough • Self motivated and able to handle responsibility • Flexible and responsive to change • Able to think and work corporately • Keen to deliver a first class service that meets needs • Focussed on results and meeting targets 	E	Application form Interview References
<p>OTHER FACTORS</p>		

