

JOB DESCRIPTION

JOB TITLE:	Building Surveyor	JE NUMBER: A13417
DIRECTORATE:	Economic Growth	BAND: 9
RESPONSIBLE TO:	Senior Building Surveyor	
RESPONSIBLE FOR:	n/a	
MAIN PURPOSE OF POST:	Effective and efficient delivery of an excellent facilities maintenance service with direct responsibility for repairs and maintenance of the Council's property portfolio.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Undertake assessment, implementation and supervision of the Council's non-housing, property repair and maintenance requirements.
2.	Respond to requests for repair work to Council-owned buildings and diagnose building faults and propose cost-effective solutions in line with budgetary controls
3.	Liaise with and manage specialist consultants relating to new and existing building fabrics.
4.	Lead on the specification and tender documents in respect of maintenance and repair work to Council property. Assist with budget preparation and monitoring of expenditure in respect of maintenance and repair work to Council buildings.
5.	Undertake contract management duties from inception through to completion, on site monitoring of contractor's performance both in terms of Health and Safety and quality control.
6.	Carry out budget preparation and monitoring of expenditure for responsive and planned maintenance and repair works.
7.	Undertake asset condition surveys and detailed property condition surveys/dilapidation schedules in respect of Council-owned buildings.
8.	Undertake relevant safety inspections to buildings and prepare written reports. Assist with the preparation of long-term maintenance programmes.
9.	Lead on, implement and monitor planned maintenance programmes for buildings and their services ensuring statutory compliance on all sites.
10.	Undertake designated duties under CDM regulations as appropriate.
11.	Diagnose and remedy operational faults, adjust and maintain systems to reflect operational requirements for building systems.
12.	Issue work instructions in a timely manner to meet KPI's, supervise work, check invoices valuations and work sheets and authorise payment to contractors.
13.	Ensure the Council properties and assets comply with relevant Health and Safety Legislation, Health and safety at work act, electricity at work act, IEE regulations and buildings regulations and maintenance and testing regimes.

14.	Maintain all records of servicing and maintenance.
15.	Ensure that the councils assets comply with relevant codes of Practice and British standards, ensure plant, equipment and installations are adequately maintained, tested and the results recorded to meet current legislative requirements.
16.	Liaise with Utility suppliers for new and existing installations, process documentation for the installation of new supplies and provide a prompt response to supply interruptions.
17.	Negotiate prices in respect of repair work.
18.	Respond to emergency or urgent situations outside of normal working hours.
19.	Contribute to the development and success of the section promote good working relationships with other Council services and suppliers.
20.	Maintain and implement an effective Health, Safety and Environmental risk management system in relation to electrical services work and carry out reviews and adjustments of risk assessments as required.
21.	Issue statutory compliance management reports for council properties giving an overview of overall compliance and areas for improvement
22.	Procure and manage contractors to undertake works on behalf of the Council.
23.	To undertake other duties and responsibilities from time to time commensurate with the grade of the post.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change – The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DIRECTORATE:	Economic Growth	DATE:	February 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to design, specify and supervise all aspects of repair and maintenance works.	AF / interview
•	Detailed knowledge of complex buildings.	AF / interview
•	Ability to check, diagnose and correct maintenance issues within complex buildings.	Interview
•	Knowledge of budgets and their management.	AF / interview
•	Ability to self-manage and prioritise workload.	Interview
•	Ability to manage contractors and their deadlines.	AF / interview
•	Ability to assess and interpret operational requirements of buildings and associated equipment.	AF / interview
•	Ability to identify and undertake detailed feasibility studies into repair and maintenance schedules.	AF / interview
•	Ability to communicate clearly in writing and verbally.	AF / interview
•	Ability to interrogate, monitor and undertake programming of building energy management systems.	AF / interview
•	Knowledge of CDM regulations, Health and Safety Regulations, relevant British Standards, approved code of practice and appropriate regulations.	AF / interview
•	Ability to work under pressure.	Interview
•	Ability to work in a team and alone .	Interview
•	Ability to build strong relationship with other teams, other services in the Council and suppliers.	Interview

•	Strong computer literacy and numeracy skills.	AF / interview
•	Good negotiation skills.	AF / interview
Desirable		
•	Knowledge of Local Authority procedures and practices.	AF / interview
•	Working knowledge of FM / TREND and other building management systems.	AF / interview
EXPERIENCE		
Essential		
•	Detailed practical working experience and knowledge of building repairs and maintenance in public\commercial property.	AF / interview
•	Experience of establishing and maintaining excellent customer relationships and of the negotiation of solutions to problems.	Interview
•	Carrying out assessments and interpretation of repair and maintenance requirements of buildings and associated equipment.	AF / interview
•	Experience of specification and report writing and tender documents.	AF / interview
•	Financial skills to ensure effective budgetary management monitoring and control.	AF / interview
•	Experience of the preparation of Health, Safety and Environmental risk assessments and management of the HSE system.	AF / interview
•	Experience of working within a diverse team and liaising with others.	AF / interview
•	Ability to supervise contractors, monitor contracts, record progress and be pro-active in ensuring compliance with Specifications and regulations.	Application Form, Interview
•	Diagnosis and correction of maintenance issues with complex buildings.	AF / interview
•	Knowledge and practical experience of safety regulations, management of H & S at work regulations, CDM regulations and relevant British Standards approved codes of practice in respect of repairs, maintenance and servicing.	AF / interview
Desirable		
•	Working in a multi-disciplinary local government environment.	AF / interview
•	Experience of the use of building energy management systems	AF / interview

QUALIFICATIONS		
Essential		
•	HNC in Building Services or equivalent or substantial experience in relevant field	Application Form
•	Full driving licence	Application Form
Desirable		
•	Chartered Building Surveyor or equivalent	Application Form
•	TREND operator training	AF / interview
•	IOSH	AF / interview
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 2

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: 2

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: 2

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

Leading and communicating

Level 2

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

Collaborating and partnering

Level: 2

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

Developing self and others

Level: 2

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

Delivering value for money

Level: 2

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Managing a quality service

Level: 2

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

Delivering at pace

Level: 2

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.