

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Building Surveyor
<b>Service Area / Team</b>	Housing & Operations / Engineering & Buildings
<b>Reports to</b>	Engineering and Buildings Senior Specialist
<b>Post Number</b>	TBC
<b>Grade &amp; Annual Salary</b>	Grade F/G (subject to qualifications and experience)
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	N/A

JOB PURPOSE
<ul style="list-style-type: none"> <li>To provide appropriate professional expertise in all aspects of building surveying and asset management, including the assessment of long-term condition and recommending appropriate maintenance strategies.</li> <li>To support the Property Engineering and Buildings Manager in ensuring Council's Property portfolio is maintained to a high standard and complies with all statutory requirements.</li> <li>To prepare specifications of work, procure suitably qualified contractors and monitor and supervise contracts on site.</li> <li>To lead on the management and monitoring of the responsive repairs in house service and/or planned maintenance programmes as directed.</li> <li>To provide information and advice on maintenance and condition matters to other Council departments, related public agencies and consultants.</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> <li>To undertake condition surveys on Council owned properties as required.</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>To prepare contract specifications and documents for quotes and tenders in accordance with the Council's Standing Orders.</li> </ul>	Weekly

<ul style="list-style-type: none"> <li>• To monitor and supervise contracts and works in progress from inception to completion including budgetary control.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To identify installations where planned maintenance schemes would be of financial or operational benefit to the Council.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• To take a lead in areas of statutory compliance for the Council's property portfolio as directed, developing specific expertise and ensuring appropriate monitoring, record keeping and maintenance works are in place.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To identify areas with a view to energy conservation and to actively promote the use of energy conservation schemes where identified.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• To ensure that the requirements of the Health &amp; Safety at Work Act 1974 and the Construction Regulations and Codes of Practice are maintained and that safe working practices are adopted at all time.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To respond to queries and complaints in relation to surveying and responsive maintenance matters.</li> </ul>	Daily/Weekly
<ul style="list-style-type: none"> <li>• To provide information and advice in respect of surveying and property matters to other Council departments, related public agencies and consultants.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To provide information and advice in respect of mechanical and electrical building services.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To prioritise responsive repairs, risks assess and directly manage maintenance officers in the requirements for each job or to alternatively appoint external contractors where works would exceed their capabilities and to assess quality of work on completion.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To assess contractors work and recommend for payment, and further works.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• To advise the asset management board on works required to maintain current and future use of assets and costs.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To provide support to the Engineering and Buildings Manager in managing and monitoring the budgets allocated to the property maintenance function.</li> </ul>	Ongoing

<b>CORPORATE RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.</li></ul>
<ul style="list-style-type: none"><li>• To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.</li></ul>
<ul style="list-style-type: none"><li>• To actively demonstrate the values and behaviours of the council.</li></ul>
<ul style="list-style-type: none"><li>• To ensure our customers are valued by taking into account their views and needs in all that we do.</li></ul>
<ul style="list-style-type: none"><li>• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.</li></ul>
<ul style="list-style-type: none"><li>• To communicate openly and honestly with colleagues, members and customers.</li></ul>
<ul style="list-style-type: none"><li>• To undergo any training necessary to be able to fulfil the requirements of the job.</li></ul>
<ul style="list-style-type: none"><li>• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.</li></ul>

# Folkestone & Hythe District Council Person Specification

## Post Title: Building Surveyor

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>GCSE's English and Maths Grades A-C or equivalent or, experience that demonstrates proficiency.</li> <li>Relevant surveying, building or property related qualification to a minimum of HNC.</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Higher educational qualification, i.e. degree or RICS.</li> </ul>	✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>Sound working knowledge of construction and building maintenance.</li> <li>Good level of surveying knowledge and/or experience.</li> <li>Experience of assessing and reporting on building conditions and defects.</li> <li>Relevant experience of preparing specifications of work, tendering and appointing contractors.</li> <li>Electrical, mechanical and building services knowledge.</li> <li>Knowledge of all relevant health and safety and statutory compliance requirements.</li> <li>Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook.</li> </ul>	✓ ✓ ✓  ✓   ✓	✓ ✓ ✓  ✓ ✓ ✓  ✓	

	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Significant relevant experience in surveying, buildings and property related roles.</li> <li>• Experience of working in local government.</li> <li>• Detailed knowledge of relevant legislation.</li> <li>• Knowledge of public sector procurement practices.</li> <li>• Experience of supervising contract works on site.</li> </ul>	✓	✓	
		✓	✓	
			✓	
		✓	✓	
			✓	
<b>Skills and Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>• Ability to write clear, logical reports and statements.</li> <li>• Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times.</li> <li>• Ability to work as part of a team and on own initiative, taking responsibility for personal workload and actions.</li> <li>• Flexible, adaptable and receptive to new initiatives and change.</li> <li>• Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service.</li> <li>• Ability to travel within the district in an effective and efficient manner.</li> </ul>	✓	✓	
			✓	
			✓	
			✓	
		✓	✓	