

City of Wolverhampton Council

Job Description

Job title:	Building Surveyor
Directorate:	Economy
Service:	Assets
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Maintenance Programme Manager
Grade:	Grade 7

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Purpose and Role:

To assist in the planning, preparation, implementation and monitoring of the Council's repair, maintenance and minor works programmes to meet corporate and client requirements.

1. Undertake property inspections, measured and condition surveys to provide detailed information and plans on a range of maintenance tasks and for inclusion in the Council's Asset Management Database.
2. To assist in development of the Council's Asset Management Planning processes and identification of prioritised programmes of maintenance and minor works schemes.
3. To manage individual contracts and groups of contracts, undertaking regular and planned meetings with clients, headteachers and managers to develop and monitor work programmes and budgets.
4. To undertake a range of tasks in relation to management of individual projects for planned maintenance, alterations, and refurbishment to include:
 - a. Developing the project brief with the client.
 - b. Undertaking feasibility study and budget estimates.
 - c. Preparing tender documentation including manual and computer aided design drawings and specifications.
 - d. Overseeing tender procedures and evaluation of tenders.
 - e. Site supervision and issuing of variations.
 - f. Preparation of certificates for payment and agreement of final accounts.
 - g. Contract management and control of expenditure within budget and

on time.

5. To liaise with other managers and professionals on multi-disciplinary projects to ensure an integrated and seamless approach to service delivery.
6. To diagnose building defects and identify solution to them in conjunction with the client.
7. In relation to damage through fire or other perils, discuss clients requirements and agree scope of services to be provided.
 - a. Inspect site and record the extent of damage.
 - b. Identify the need for and arrange temporary works.
 - c. Prepare estimate cost for repairs/reconstruction and liaise with loss adjusters.
 - d. Implement remedial works as item 4.
8. Preparing on behalf of the landlord a schedule of dilapidations as specified under the terms of a lease. Inspecting and approving on behalf of the Council as landlord or tenant any works carried out.
9. To maintain up-to-date knowledge relating to legislation and case law affecting property maintenance including Building Regulations, Planning Legislation and the Construction Design and Management regulations.
10. To carry out response maintenance, process, and monitor repairs from order to completion through various term contracts.
11. To assist the Corporate Landlord team in developing initiatives to improve service delivery for maintenance services in accordance with national and corporate good practice guidelines.
12. To act in accordance with the Council's Constitution and other Codes of Conduct.
13. To participate in staff development, appraisal, and training as appropriate, including continuous professional development.
14. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
15. To undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

16. To participate in the wider development of the service and contribute to service improvement as required.
17. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies as appropriate and training provided.
18. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives as appropriate and training provided.
19. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date
Signature of post holder

City of Wolverhampton Council

Person Specification

Job title: Building Surveyor

Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none">• Relevant degree or equivalent	<ul style="list-style-type: none">• MCIQB/MRICS	Application Form Production of Certificates
Training	<ul style="list-style-type: none">• Commitment to Continuing Professional Development and training towards membership of a professional institution• Evidence of having kept abreast of new legislation and development in property maintenance practice		Application Form Interview
Experience	<ul style="list-style-type: none">• Property inspections measured and condition surveys linked with the Asset Management Planning process• Maintenance and minor works projects from inception to final account• Implementation and monitoring of work programmes and budgets	<ul style="list-style-type: none">• Suitable post qualification experience in maintenance• Report writing• Prioritisation of client programmes and monitoring progress	Application Form Testing Interview

		<ul style="list-style-type: none"> • Liaising with Headteachers/Building Managers to agree maintenance regimes 	
Special Knowledge / Skills	<ul style="list-style-type: none"> • Be computer literate, able to use word processing and data software, prepare spreadsheets • Ability to communicate effectively orally and in writing • Understand the Fire Reform act and its effect on the management, control and repair of properties 	<ul style="list-style-type: none"> • Aware of Asset Management Planning and processes • Ability to liaise with managers/other professionals on multi disciplinary projects • Preparation of drawings and condition surveys and ability to use CAD/ computer systems • Working knowledge of dilapidations cases • Awareness of industry/Government initiatives in the construction industry (eg Egan) 	Application form Interview Testing
Personal Qualities	<ul style="list-style-type: none"> • Good inter-personal skills and team orientated • Proven ability to work to specified deadlines and work under minimum of supervision • Proven ability to form good working relationships with others • Able to recognise changes as an opportunity rather than a challenge 	<ul style="list-style-type: none"> • Ability to identify innovative solutions to service delivery 	References Interview Testing

Interests and Motivation relevant to job	<ul style="list-style-type: none"> • Be self-motivated and show initiative 		References Interview
Commitment	<ul style="list-style-type: none"> • Demonstrate commitment in ensuring that all work undertaken reflects the corporate and client needs and is of a high standard • Commitment to the Authority's Customer Care, Equal Opportunities, and Health and Safety Policies and Financial Regulations 		References Interview