

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Asbestos Surveyor	JEID	R0170
Salary Grade:	Scale K; SCP 23 - 26		
Team:	Facilities Management – Property Risk Team		
Service Area:	Enabling Services		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Property Risk Manager		
Responsible for:	n/a		

#### Role Purpose

- To assess and report on the condition of Warwickshire County Councils building stock asbestos in compliance with Control of Asbestos Regulations on a cyclical basis, and to provide support and advice throughout the directorate.
- To support the management and delivery of related asbestos projects.

#### Role Responsibilities

- To undertake management asbestos surveys and subsequent re-inspection work to agreed programmes.
- To undertake project specific asbestos surveys to refurbishment/demolition specification as required.
- To carry out asbestos-related awareness training, as part of the Council's UKATA certified asbestos awareness training service.
- Provide professional advice, training and support to all Stakeholders and Customers.
- Liaise directly with Customers and Building Managers for issues directly related to asbestos and promote the services provided by the Property Support Group.
- Set up and continuously improve existing systems to ensure a dynamic updating system to capture all relevant information and changes to building stock.
- Assist with providing support to the area maintenance teams as required for reactive and planned asbestos schemes.
- Assist in the preparation of reports, specifications, pre-contract documentation, orders and

supervise work to agreed standards.

- Coordinate with Property Risk Manager and Health and Safety staff to interpret, advise, design, develop and implement asbestos risk management strategies and policies relating to all Property Support issues.
- Assist in the formulation, promotion and management of property asbestos risk surveys and other property risk activities to independent clients.
- The following duties are not inclusive of all duties, and the post holder may be required to perform other related duties as may be assigned and which are consistent with the nature of the job and its level of responsibility.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

<b>Qualifications:</b>	
HNC/HND/Degree level in relevant subject	A,I,D
P402 – Asbestos Surveying Module	A,I,D
P405 Management of Asbestos in Buildings	A,I,D
<b>Experience:-</b>	
Previous asbestos survey experience preferable within public buildings (min 6 months)	A,I
Experience of dealing with customers	A,I
Delivery of relevant Projects within the public sector	A,I
Experience of management of contractors to deliver schemes	A,I
<b>Knowledge:</b>	
A high standard of knowledge and understanding of the Asbestos industry	A,I
Knowledge of Construction Health & Safety and Safe Working Practices	A,I
<b>Skills and personal qualities:</b>	
Personal Drive – Ability to achieve results. The desire to work with minimum supervision and be strongly motivated to achieve a high standard.	A,I
Planning & Organisation – self-disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets. Ability to manage a wide variety of activities .	A,I
Communication – Ability to communicate effectively both verbally and in writing at all levels	A,I
Teamwork – Recognise individual responsibility to contribute to the performance and success of the team. Understand the needs of others.	A,I
Flexible – Maintain a high level of performance under changing conditions, tasks or people	A,I
IT – Competent in the use of Microsoft packages, databases and email. Utilise computer applications in order to facilitate flexible working.	A,I
Ability to travel effectively throughout the County to undertake and fulfil job requirements	A,I
<b>Special Conditions:-</b>	

Physical requirements to undertake inspection of difficult access ie. Plant Rooms, roofs, voids, basements etc.	A,I
Willing to complete a CRB disclosure application if offered the post	A,I

## Desirable Criteria

Assessed By:

Studying for a full Professional qualification	A,I
Member of Professional Institution	A,I
S301 – Asbestos and other Fibres	A,I,D
Studying for a full Professional qualification	A,I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours

<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	