

# 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:	Condition Surveyor (Buildings)	JEID	R0170
Salary Grade:	K (SCP 23 - 36)		
Team:	Property Maintenance and Compliance Services		
Service Area:	Enabling Services - Property Services		
Primary Location:	Shire Hall Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead Compliance Service Delivery		
Responsible for:	N/A		

#### Role Purpose

To assess the condition of Building aspects and report on their condition in Warwickshire County Councils Building stock against agreed national criteria on a cyclical basis and to provide cost estimations against identified works.

Assist as required in the delivery of the planned maintenance programme.

#### Role Responsibilities

1. Complete agreed annual programme of Condition Surveys to DfE standards and the standards directed in the internal "Surveyors Guidance Notes" document.
2. To operate as part of a small dedicated team in the delivery of the annual Condition Survey programme.
3. Supply accurate information in a format that is compliant with existing procedures.
4. Provide professional advice and support to Customers and Building Managers.
5. Provide information, advice and professional support to Surveyors.
6. Liaise directly with Customers and Building Managers relating directly to Condition Survey Information

and promote the services provided by the Property Maintenance and Compliance Team and Property Services.

7. Compile additional reports as required covering aspects such as pre-let surveys and other surveys .
8. Carry out ad-hoc inspections outside the agreed programme.
9. Liaise with other Condition Surveyors to provide continuity of service at all times.
10. Set up and continuously improve existing systems to ensure a dynamic updating system to capture all relevant information and changes to building stock.
11. Proactively input into the in house schedule of rates and lead on working group to ensure continuous annual updating of costs.
12. Liaise with area surveyors to ensure updating of information and knowledge and lead on facilitating surveying input into the condition data as required.
13. Assist with providing support to the area maintenance teams as required for reactive and planned maintenance schemes. Prepare reports, specifications, pre-contract documentation, orders and supervise work to agreed standards.
14. Carry out such other duties that may be instructed by Team Manager within the post holders technical and professional competence.

## 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:

Qualifications: HNC/HND/Degree in Buildings Surveying/Construction or appropriate qualification and experience.	A,I,D
Experience:- Previous experience of stock condition reporting preferably within public buildings. Experience of dealing and communicating with customers. Delivery of Construction Projects within the public sector.	A,I A,I A,I
Knowledge: A high standard of knowledge and understanding of the Construction industry.	A,I

Knowledge of Schedules of rates and the compilation and use of.	A,I
Knowledge of Construction Health & Safety and Safe Working Practices.	A,I
Knowledge of Building Installations within properties.	A,I
Skills and personal qualities:	
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 and work autonomously, to respond to changing priorities and workload and achieve targets.	A,I
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
Special Conditions:-	A,I
Physical requirements to undertake inspection of difficult access i.e. Plant Rooms, roofs, voids, basements etc.	A,I
Willing to complete a DBS disclosure application (if necessary) if offered the post .	A,I

## Desirable Criteria

Assessed By:

Studying for full Professional qualification	A,I	A,I
Member of Professional Institution.	A,I	A,I
Experience of working within a fee target environment	A,I	A,I

CSCS card holder	A,I,D	A,I,D

## 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 type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input 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 checked="" 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 checked="" 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 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 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):	