

# 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:            | Building Maintenance Surveyor                 | JEID | R0240 |
| Salary Grade:         | Scale L – SCP 26 to 28                        |      |       |
| Team:                 | Building Maintenance                          |      |       |
| Service Area:         | Enabling Services - Property Services         |      |       |
| Primary Location:     | <b>Shire Hall, Kings House, Rugby Library</b> |      |       |
| Political Restriction | This position is not politically restricted.  |      |       |
| Responsible to:       | Team Manager - Building Services              |      |       |
| Responsible for:      | Not Applicable                                |      |       |

#### Role Purpose

The Maintenance Surveyor (Building) [the post holder] will be responsible to the Building Services Manager for all matters relating to professional standards and technical policy to an approved standard within financial resources.

The post holder will be accountable to the Building Services Manager Maintenance to assist the Building and Engineering teams in the overall landlord role, maintenance, and minor works of a number of Council and Independent Properties of differing size, age, construction and use to an approved standard and within available funding.

The post holder will work within a multi-disciplinary team of professional maintenance officers.

The post holder will be responsible for assisting with emergencies arising outside normal working hours associated with the maintenance of buildings which fall to the Group as landlord to control, and to the building user as tenant, where they use Property Services – Enabling Services.

The post holder will assist the team in providing the liaison between building user (tenant) and Property Services, ensuring good working relationships with other maintenance disciplines, and the involvement and participation of the building user.

The post holder will be responsible for ensuring timely, accurate, continuous updating of condition survey reports for all properties within their portfolio to ensure all maintenance requirements are captured.

## Role Responsibilities

The post holder will be responsible for the identification, procurement and delivery of maintenance. (Planned and Reactive), adaptation, renewal, and extension of buildings within the County Councils portfolio, on behalf of the County Council and also its independent customers, and co-ordinate and manage design teams as lead consultant when necessary.

The post holder will be responsible for managing a portfolio of properties and ensuring they remain open so that the County Councils services can be delivered at all times.

The post holder will be responsible for ensuring that all works, activities, procurement, and discharge of duties required by the role will be in accordance with current legislation, codes of practice and County Councils policies and procedures etc.

The post holder will be responsible for successfully delivering projects and managing customers and relationships to ensure ongoing business creation and fee income.

The post holder will be responsible for deputising for the Building Team Lead in their absence if required.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

|           |                               |
|-----------|-------------------------------|
| Job Role: | Building Maintenance Surveyor |
|-----------|-------------------------------|

### Main Tasks

The post holder will by annual inspection, and in conjunction with dedicated condition surveyors, assist in identifying and recording the condition and estimated maintenance needs of the buildings, and advise clients accordingly. The post holder will be responsible for ensuring the ongoing accuracy of all condition surveys within their portfolio.

Participate as required in the development of continuous improvements into the condition survey process to ensure on-going updating and accurate completion of all required updates to the required timescales. Utilise and update from all systems available and continuously develop to ensure the on-going proactive updating of the condition surveys within their property portfolio.

Assist in collating the information regarding the above into a draft annual work programme.

Plan, procure and manage an annual planned and reactive landlord work program, and a client funded minor improvements program.

Act as overall project manager for multi discipline projects as required including the supervision and direction of in-house team members and external consultants.

Manage contractors and consultants to ensure optimum delivery to agreed specifications and timescales. Including the development, collation and presentation of Key Performance Indicators associated with the management of the contractors / consultants.

Input into procurement exercises regarding the engagement of contractors and consultants including input of technical expertise, input / development of quality and cost models, tender evaluation, award and monitoring of framework/ partnership contracts to ensure on-going compliance with Public Contract Regulations and Contract Standing Orders

Prepare reports, designs, specifications, detailed drawings, risk assessments, health and safety documentation, pre-contract documentation and orders, and supervise work on site to agreed standards. Agree final accounts for all maintenance/improvement work to properties within his/her responsibility.

Inspect and diagnose structural defects on site and to confirm as necessary. Arrange and supervise all resultant remedial work and authorize payments to contracts as delegated within the team.

Continually accurately monitor, forecast, and report on the commitment and expenditure of project works funds to ensure expenditure is contained within budget allocation.

Liaise with building users, advising on their maintenance responsibilities and the Authority's (i.e., 'Landlord') Work Program.

Attend as required meetings with school governors (out of working hours if necessary) to assist in advising on the above and all building related matters.

Assist as required in the provision of emergency services to maintain the Group responsibilities in the event of fire, flood and gale damage, equipment failure or similar emergencies outside working hours. Responsible for out of hours emergency callout approx. 1 week in every 5 to 8 weeks.

Act as liaison officer between Central (client) Departments and Property Services.

Achieve customer care standards within the team including marketing of the service to attract additional business to meet financial viability targets.

Act as lead Surveyor for an allocated property portfolio of varying building types, including delivery of works at properties outside of the allocated portfolio as may be directed.

Carry out inspection/surveys and compile reports, schedules of condition etc. as required. Deputize for the Building Services Manager in their absence if required.

Carry out such additional duties as may be instructed by the Building Team Lead within the post holder's technical and professional competence.

To undertake such other duties related to the work of the Council as may be assigned and which are consistent with the nature of the job, its level of responsibility and within the post holder's technical 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:

|   |       |
|---|-------|
| HNC / HND / Degree in Building Studies (or equivalent) and appropriate professional membership of a recognised body (i.e., RICS/MCIOB)  | A,D   |
| Post qualification experience and experience of working within a fee target environment   | A,I   |
| Successful track record of project management   | A,I   |
| The ability to produce works specifications to obtain tenders / quotations on a competitive basis                                       | A,I   |
| A good standard of knowledge and understanding of the construction industry   | A,I   |
| A good understanding of Asbestos in Buildings   | A,I   |
| Experience in maintenance and minor works   | A,I,P |
| Good communication and customer liaison skills  | A,I,P |
| Successful track record of project management   | A,I,P |
| Successful track record of management of contractors on site  | A,I,P |
| The ability to produce works specifications to obtain tenders / quotations on a competitive basis                                       | A,I,P |
| An understanding of Risk Assessments, method statements, H&S and CDM  | A,I,P |
| A sound understanding of planned and reactive maintenance and minor improvement work  | A,I,P |
| Ability / knowledge to prepare detailed scheme drawings to a professional standard of presentation                                      | A,I,P |
| An understanding of IT Systems, email, MS Word, Excel, internet explorer etc.   | A,I,P |
| Personal Drive - Ability to achieve results and be strongly motivated to achieve a high standard  | A,I   |
| Communication - Ability to communicate effectively both verbally and in writing at all levels   | A,I,P |
| 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   |
| Ability to travel effectively throughout the County to undertake and fulfil job requirements  | A,D   |
| Physical requirements to undertake inspection of difficult access i.e. Plant rooms, roofs, voids, basements etc.                        | A,D   |
| Willing to complete a DBS disclosure application if offered the post  | A,I   |

**Desirable Criteria**

Assessed By:

|                                    |     |
|------------------------------------|-----|
| A working knowledge of AutoCAD     | A,I |
| Membership of the CSCS card scheme | A,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 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 type="checkbox"/> Significant use of computers (display screen equipment)  | <input type="checkbox"/> Work in the vicinity of 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):   |  |