

JOB DESCRIPTION

Job Title	Property Records Technician		
Directorate	Strategic Management Assets		
Reporting to	Property Records Manager		
Grade	13		
Evaluation ref:	AU0033	Job ref:	Family EST13
Role purpose			
<p>To ensure that the property record drawings and related data are kept up to date with any changes and to prepare drawings of any new properties as they are acquired to enable other officers to make better informed decisions regarding asset rationalisation, property disposals, feasibility studies for new build contracts. The drawings and related data are also used by other departments to assist in the managing of contracts e.g. Cleaning, calculating pupil numbers for school places, fire risk assessments etc.</p>			
Responsibilities			
<p>The postholder is responsible to the Property Records Manager and carries out the following duties to ensure that the records are accurate and up to date:</p> <ul style="list-style-type: none"> • Researches any existing records held on microfiche, site files, County Terrier and information received from others prior to visiting site to check the building for any alterations. • Liaise with the Head of Establishment for a convenient time to visit the site. • Carry out a full or part measured survey of all the buildings and relevant site features necessary to prepare or amend existing computerised drawings. • Makes technical notes on the building and the materials used in its construction. • Takes a photographic record of the building elevations and key features. • Prepares drawings of the floor plans to British Standard ensuring all features are drawn on their correct layers within the computer aided drawing package, based on site survey notes. • Assigns each room within the building a unique individual room reference and calculates the individual floor areas. • Inputs the associated data for each building/room into the Property Database and ensures the database and the floor plan are the same (termed synchronised). • Prepares site layout plans using the digital Ordnance Survey mapping as a base to show all site features and to ensure all features are drawn on their correct layers within the computer aided drawing package, based on survey notes. • Assigns each external space a unique reference and calculates their individual areas. 			

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- Inputs the associated data for each site into the Property Database and ensures the database and the site plan are the same (termed synchronised).
- Assists the Property Record Manager with enquiries on property related matters as required.

Impact

Contacts & Relationships

The postholder has regular contact with all property related teams within the department and external Architects firms regarding updating the floor plans and the completion of tasks on site.

The postholder also liaises with the head of the establishment in arranging a convenient time to visit the site to undertake the survey.

Resources

The Property Records Technician assists in the upkeep of the Property part of the Council's Asset Management Database which contains over 3,200 sites, 750 Establishments, 2,000 Buildings, 50,000 Room records, along with over 2,500 floor plans together with other associated data e.g condition survey. There are over 4000 Ordnance Survey maps in the graphical part of the database.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Good understanding of building construction methods and materials	X		
Excellent working knowledge of AutoCAD	X		
Experience			
Experience of using AutoCAD in a working environment as a CAD Technician	X		
Previous experience in undertaking measured building survey both alone and as part of a team	X		
Previous experience in updating a Property Asset Management System		X	
At least 2 years office experience		X	
Qualifications / Registrations / Certifications			

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Level 2 BTEC or City & Guilds qualification in AutoCAD	X		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X		
Level 3 e.g. A Levels or vocational qualifications or equivalent.	X		
Full Driving Licence with Class 1 Business Use	X		
Level 4 – 6 e.g. Higher education qualifications to degree level or equivalent.		X	
Skills			
Excellent communication skills, written and oral.	X		
Uses Microsoft products e.g. Outlook, Teams, SharePoint, Excel	X		
Ability to work to deadlines when required	X		
Ability to undertake measured building surveys	X		
Use of AutoCAD	X		
Strong attention to detail and accuracy in producing drawings	X		
Works confidently, independently and systematically and can self-manage when required	X		
Ability to problem solve		X	
Contributor to team development.		X	
Uses intuition and initiative to develop solutions, whilst being aware of when to seek further guidance.		X	
Working Conditions			
The role will allow for a mix of office and home working, pattern to be agreed with manager. Visiting various locations across the county will be required on an ad hoc basis.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			



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Date: May 2025