

## JOB DESCRIPTION

<b>Job Title</b>	Building Surveyor		
<b>Directorate</b>	Property		
<b>Reporting to</b>	Service Manager - Corporate Building Surveyor		
<b>Grade</b>	10		
<b>Evaluation ref:</b>	AU1222	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
<p>To provide a wide-ranging professional and technical building surveying service as part of the Building Surveying &amp; Engineers team, to help to ensure that the council's estate is managed and developed safely and effectively.</p> <p>The role will be responsible for managing a high project workload of minor to intermediate value repair, maintenance and capital improvement works, in addition to other non-project related tasks including specialist inspections, condition surveys and other building surveying traded services on behalf of the Council.</p>			
<b>Accountabilities</b>			
<p><b>Main Responsibilities &amp; Duties</b></p> <p>Provide assistance and guidance to the Corporate Property Estates Client Team and relevant colleagues on all maintenance and building fabric related issues, including planned and reactive maintenance, compliance, refurbishment and alterations.</p> <ul style="list-style-type: none"> <li>• identify and review urgent and planned repair and maintenance requirements.</li> <li>• ensure the structural integrity of the properties.</li> <li>• assess Health and Safety issues, e.g. means of escape, fire risk, asbestos, component failure, and other deficiencies on a day-to-day basis.</li> <li>• ensure the continued safe occupation and use of buildings.</li> <li>• assess situation, attend incident where necessary and co-ordinate immediate action. Instruct Heads of Establishments /Services as appropriate, e.g. evacuation/closure, etc.</li> </ul> <p>Liaise with clients and colleagues including schools and separate business entities of the council to discuss all building related issues. Advise on maintenance needs and responsibilities and provide guidance on capital investment schemes.</p> <p>Undertake feasibility studies to establish most cost effective and feasible solutions to agreed approved programme of maintenance and/or capital improvement works. Liaise with colleagues, clients, and/or Heads of Establishment on proposed works. Act as client representative for the Estates Team on all matters relating to building fabric.</p>			

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Monitor, check and verify that works are carried out in accordance with the appropriate regulations, design criteria and in compliance with Health & Safety legislation, that workmanship is to a satisfactory standard and that completion is achieved on time and to budget. Carry out key performance indicator checks across a range of projects on both contractors and consultants.

Issue and authorise works orders on behalf of clients to Approved Contractors, Specialist Contractors and Suppliers for day-to-day and emergency repairs, maintenance and replacement of components. Carry out procurement exercises for packages of maintenance and improvement works, following SCC standing orders and procurement regulations. Check works orders issued by others and invoices and work sheets submitted by Contractors for repairs to ensure the orders are within the prescribed schedule and financial limits. Seek client approval and authorises works orders for repair works, interim and final accounts for payment, ensuring best value.

Undertake and review condition surveys, inspect and appraise the condition of elemental building components on an annual basis to facilitate the production of an annual programme of maintenance works. Consult with building occupiers and managers to identify requirements and priorities for maintenance, refurbishment and improvements. Prepare a prioritised and costed planned programme of works for the 5-year maintenance plan by providing/inputting information on the SCC Buildings Asset Management System. Assist in preparing corporate property and schools maintenance programmes by reviewing condition data, property and compliance records and undertaking specific site inspections.

Provide professional and technical advice and guidance to colleagues, service users and clients, to resolve particular property related issues, proposed alterations, adaptations, and improvements, e.g. extensions, refurbishments, alterations, access and facilities for disabled persons, fire precaution work, safety glass issues, accident assessments, analyse their requirements for alterations and improvements to their building, to enable informed decisions to be made by the client before commitments are made.

Prepare schedules of works and drawings for minor works maintenance or alteration projects, to be undertaken by in house or external contractors. Directly advise in-house maintenance teams on technical issues. Arrange asbestos surveys and removal works. Prepare briefs and manage the appointment of external and in-house consultants to undertake property services and project management for maintenance programme and capital improvement works. Review and develop design packages developed by consultants. Review and assess information contained within H&S plans, O&M files and H&S files. Check, scrutinise and analyse tenders/quotations for acceptance. Ensure project completion to the requirements and satisfaction of clients and within time and financial constraints. Arrange asbestos surveys and removal works is responsible for the asbestos work associated with engineering orientated work being undertaken.

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Knowledge / Experience / Skills		
	Essential	Desirable
<b>Knowledge/ Personal Attributes</b>		
Shows drive and self-motivation.	X	
Enthusiastic with the ability to motivate and influence others.	X	
Methodical approach with an eye for detail. Able to influence and originate action.	X	
Flexible and committed.	X	
Have access to a private vehicle for business use purposes.	X	
<b>Experience</b>		
Proven experience of the full range of building surveying duties. Minimum of 2-3 years.	X	
Experience of the local government and/or education sector and/or experience of working on occupied commercial buildings.		X
<b>Qualifications / Registrations / Certifications</b>		
Professional qualification in building surveying (ARICS).		X
<b>Skills</b>		
Demonstrable experience of building maintenance condition and defects management.	X	
Demonstrable experience of undertaking feasibility studies.	X	
Demonstrable experience of managing individual projects and programmes of work.	X	
A good working knowledge of relevant construction legislation including CDM Regulations and Building Regulations.	X	
An awareness of the Asbestos Regulations.	X	
Knowledge and experience of using AutoCAD.	X	

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IT literate, particularly MS Office and asset management software.	X	
Evidence of work related continuing professional development in their specialist field.	X	
Formal project management qualification.		X
Good working knowledge of the Asbestos Regulations.		X
Experience of using asset management software such as Technology Forge Cloud.		X

### Dimensions of the role

- Establish and maintain a range of robust business relationships often involving negotiation, influencing, priority setting, problem solving and conflict resolution.
- Contact takes place by telephone, written correspondence and in person and online.
- Internal - Provides advice, guidance and support to colleagues, in-house operatives, Service Managers, other Senior Managers and colleagues. Will liaison with Managers and other professionals to formulate and develop policy initiatives.

External – Liaise with a wide range of organisations, consultants, suppliers and contractors; schools/academies, service users, tenant and other local authorities.

### Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

### Corporate Accountabilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver 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, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 28/08/2025