

# JOB PROFILE

<b>Job Title:</b>	Building & Facilities Surveyor
<b>Service Area:</b>	Property Services
<b>Grade:</b>	10
<b>Reporting Manager:</b>	Buildings & Facilities Manager
<b>Direct reports:</b>	None

## Job summary:

To undertake a full range of Building Surveying duties relating to the repair, maintenance and improvement across a diverse property portfolio, that includes offices, public buildings, car parks and open space features, and be responsible for ensuring that all building services elements within the Council's operational facilities are cost-effectively maintained to a high standard and developed in a manner that will maximize efficiency of performance and their continued safety.

## Key responsibilities:

To undertake site surveys/inspections to establish the extent and cause of defects and to prepare reports/specifications detailing the required remedial works and raise works orders.

Actively recording the outcome of site visits and managing service requests via the council's electronic systems, including but not limited to; Computer Aided Facilities Management CAFM system, electronic document storage system, finance system and shared drives.

To ensure that all maintenance and improvement works initiated by the post holder are correctly administered, are cost effective and represent value for money and are completed in a proper and professional manner.

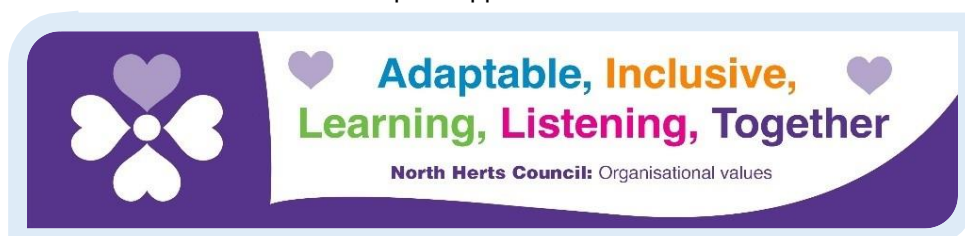
To undertake surveys of Council buildings to establish the extent and cause of any defects and to prepare reports with recommendations relating to the extent and nature of any necessary remedial works, including the appointment of specialists where required.

Where necessary to procure drawings and prepare specifications and tender documents seeking tenders and/or quotations.

To procure, evaluate, appoint and instruct contractors and consultants and co-ordinate their work as required, ensuring that necessary insurance is in place and that all health and safety legislation, building regulations and planning requirements are complied with.

To project manage the design, tender process and works through to successful completion in line with the council's policies and procedures ensuring all documentation is captured and saved to the council's electronic systems.

To ensure that all expenditure on projects is continually monitored against approved budgets and that their cost limits are not exceeded without prior approval.



To procure condition surveys and in collaboration with colleagues ensure that planned maintenance and improvement programs for general building repairs and mechanical and electrical building services are developed and implemented to ensure both general building and mechanical and electrical plant are maintained.

To provide technical advice to others on a range of building maintenance and improvement matters and where required to prepare reports for senior management and/or councilors relating to project proposals and estimated budget costs.

To assist colleagues in other teams with general building and/or mechanical and electrical services remedials and improvements.

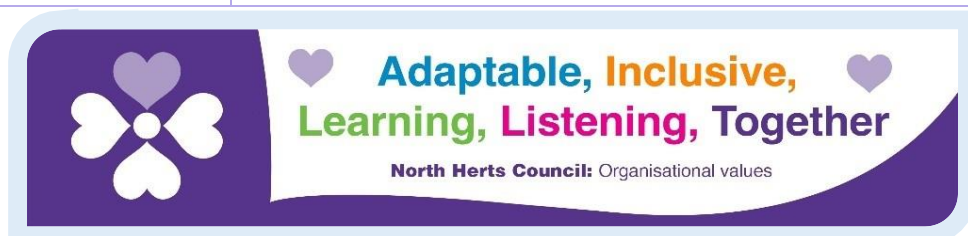
To ensure that energy conservation and efficiency and the use of sustainable technologies and elements are given a high priority in the design and specification of planned and cyclical maintenance and improvement programmes.

To be an active team member within the Property Services team providing cover for other staff as required and attending meetings when required.

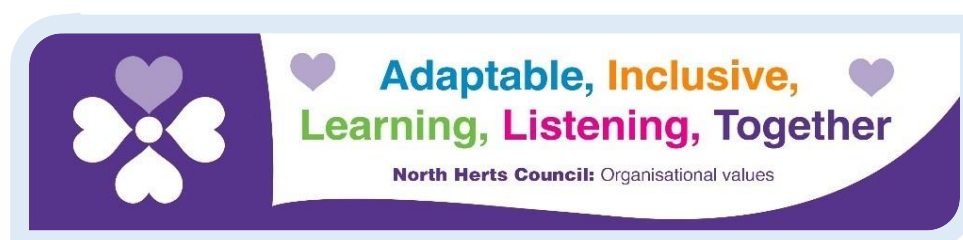
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
<b>Qualifications:</b>	A Building Surveying or Building Services/ Mechanical & Electrical qualification to degree, HND or HNC level.	E
	An appropriate professional membership, i.e. RICS, Chartered CIBSE, IEng or similar relevant professional membership. Or, an Institute of Workplace & Facilities Management Level 4 Certificate or Diploma that includes module FM4.17 accompanied with at least 1 years relevant experience of managing property fabric and/or building services.	E
<b>Job related experience &amp; knowledge:</b>	A working knowledge of building construction and building maintenance techniques.	E
	Experience of preparing specifications and schedules of work for the maintenance, repair, upgrading of buildings and electrical and mechanical services.	E
	An understanding and ability to interpret Building Regulations.	E
	A working knowledge of the Construction Design & Management Regulations and all other primary Health & Safety Regulations relating to maintenance and construction works.	E
	Experience of appointing and managing a range of consultants and contractors.	E



	Experience of tendering and procuring a variety of building maintenance and improvement works.	E
	Experience of project managing a variety of building or mechanical and Electrical works.	E
	Detailed understanding of L8 code of practice for legionella prevention controls and associated testing procedures.	D
	A detailed understanding of Asbestos control regulations and the precautions to be taken to eliminate the risk of exposure.	D
	Substantial in-depth knowledge and experience in the maintenance of commercial building services.	D
	Experience of managing and maintaining a variety of mechanical and electrical assets within a commercial Facilities Management (FM) environment, including but not limited to gas, HVAC, plumbing, heating, and ventilation, electrical assets, including amenity lighting	D
	Experience of preparing design drawings utilising computer aided drawing systems (CAD)	D
	A working knowledge of Building contract law and administration.	D



<p><b>Skills &amp; attributes required for the role:</b></p>	<p>Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.</p> <p>Experience in using Microsoft Windows and Microsoft Office suite of programs.</p> <p>Ability to prioritise and manage own workload and work with the minimum of supervision.</p> <p>Ability to undertake site visits and access all parts of building sites and premises including the use of ladders.</p> <p>Able to communicate effectively at all levels and with the interpersonal skills necessary to gain the confidence of service users and customers.</p> <p>To have an understanding and competency in drafting and/or evaluating risk assessments.</p> <p>Experience of working within a team of professional/technical staff.</p> <p>Previous experience of preparing and delivering project presentations to colleagues and clients.</p> <p>Previous experience of writing clear and concise reports dealing with complex technical issues.</p> <p>Experience of using project management system, for example MS Project.</p> <p>Experience of evaluating project costs using MS Excel.</p> <p>Previous experience of using Computer Aided Design (CAD) software.</p> <p>An understanding and basic level of proficiency in the use of Building Services Management Systems for the remote operational control and monitoring of building services.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Other:</b></p>	<p>Flexible, motivated, and able to work unsupervised.</p> <p>Full driving license and a vehicle suitable to visit a variety of sites across the North Hertfordshire area.</p> <p>Able to promote the image of the service</p> <p>An understanding of equality issues and how they impact on services provided and how they need to be integrated into service delivery and employment practices.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Signed.....

Date.....

