

Job Description

	For HR use only	Vacancy Ref No: 0444
Directorate	Housing and Property Services	
Service and Team	Property Services	
Post Title	Building Maintenance Surveyor	
Grade	Grade 9	
Reports to	Service Manager	
Responsible for (employees / equivalent)		
Job Purpose		
<p>To be responsible for the duties commensurate with the professional competence of a professional Surveyor within the Building Maintenance service.</p> <p>To assist the Service Manager and the Property Services team in providing and promoting – in accordance with performance targets – a quality service undertaking duties to comply with the requirements of the Building Act, Building Regulations, Building Safety regime, and other non-statutory duties.</p>		
Job Content		
<p>Carry out site inspections/surveys of residential and other housing projects.</p> <p>Undertake full plan assessments of residential and other housing applications.</p> <p>Provide and maintain clear, comprehensive records for all projects.</p> <p>Proactively market the Responsive repairs service</p> <p>Assist in the development and implementation of damp and mould protocols.</p> <p>Provide quality, considered advice to customers of the responsive repairs service, and where necessary the wider Authority.</p> <p>Liaise with the Property Services team, and as necessary representatives of other Directorates, outside agencies or consultees.</p> <p>Take a proactive approach to self-development and keep an up to date working knowledge of best practice associated with the area of work.</p>		

Undertake continuous personal and professional development as is required to maintain the required competency level for a Building Maintenance Surveyor. This is to include maintaining membership of the relevant professional body and adherence to professional competency standards.

Embrace opportunities for change and to encourage new ways of working including the use of technology

Undertake any other duties that may arise appropriate to the job purpose and grade as may be allocated by the Service Manager.

Climate Change Values and Behaviours

We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	A mix of office-based work along with attendance on a variety of construction sites
Working Requirements and Arrangements	Flexible working arrangements
Physical Requirements e.g. driving, lifting, and handling	Ability to travel across the borough Ability to access various locations of a traditional construction site including roof access via a range of access equipment, eg scaffold.
DBS and Safeguarding Checks required	No
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	No
Politically Restricted	No

Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	<p>Comprehensive knowledge of the Building Regulations 2010 (as amended), the Building Act 1984, and associated legislation and guidance documents</p> <p>Detailed building construction knowledge</p> <p>Ability to solve problems using relevant principles and experience</p>	<p>Knowledge of the Tyne and Wear Act 1976</p> <p>Knowledge of the statutory and non-statutory duties of a Local Authority Building Control Service</p>	Application/Interview
Qualifications and Training including Professional Registrations	<p>Partly qualified Building Surveyor with either an associate membership of RICS, CABE, CIOB or equivalent; and/or a relevant, construction related degree or a minimum of a Higher National Certificate (HNC) in a construction related discipline or equivalent</p>	<p>Fully qualified Building Surveyor with a Full Membership of RICS, CABE, CIOB or equivalent.</p> <p>Current valid LABC UKAS Accredited Registration – Level 4/5</p> <p>Commitment to complete LABC UKAS Accredited Validation Exams – Level 4 with progression to Level 5</p> <p>A full, valid driving licence</p>	Application/Interview/Evidence
Skills &	Current experience		Application/Interview

Experience	<p>working in the Building Profession</p> <p>Practical experience dealing with domestic, residential new build and small housing projects from plan assessment and site inspection perspectives</p> <p>Ability to manage time effectively, efficiently and in the interests of the Responsive Repairs Service and the wider Authority</p> <p>Ability to provide a customer focused approach</p> <p>Excellent organisational skills</p> <p>Competent ICT Skills</p> <p>Excellent communication, interpersonal and negotiation skills</p> <p>Understanding and ability to deliver a quality customer focused service</p>		
Our Values	<p>We Listen, We Care, We Are Ambitious, We Are Good Value for Money</p>		

Special requirements		
Factor	Essential	Assessment method
Occupational Requirements under the Equality Act 2010		
Factor	Desirable	Assessment method

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.