

---

# Recruitment information

## Job description and person specification

---

<b>Your title</b>	Building Maintenance Surveyor
<b>Post number</b>	PRN0000122 & PRN0000123
<b>Your team</b>	Asset Management and Property Services
<b>You would be based</b>	Civic Centre, Esher
<b>Your line manager</b>	Lead Building Surveyor
<b>Budgetary responsibilities</b>	Monitoring of budgets for specific projects and contracts



**Elmbridge**

**Borough Council**

*... bridging the communities ...*



---

## About the role

---

As a member of the Building Surveying Services section you will:

- Plan and manage delivery of specific projects and contracts, to meet the required objectives for time, quality and value for money.
- Ensure that repairs and improvements are planned and executed efficiently, with minimum disruption and provide value for money.
- Deliver pro-active, professional and customer-focussed surveying services, to ensure that the Council's land and property assets are fit for purpose and legally compliant.
- Provide an excellent reactive maintenance service across the property portfolio.

---

## The main purpose of the role:

---

- Ensure that surveying activities and building works are carried out in accordance with all relevant legislation and Council policies.
- Ensure that documentation relating to projects and tasks is kept up-to-date in electronic format, and that all such information is readily accessible to other Council staff.
- Ensure that works, services and supplies are procured in accordance with the Council's procurement guidelines and standing orders.
- Ensure that value for money is demonstrated in the procurement of works, supplies and services. Use effective procurement to achieve cost and efficiency savings.
- Provide accurate and timely information to enable cost, quality and service performance to be measured.
- Contribute to increasing energy efficiency of the Council's property assets by actively promoting a sustainable approach to building maintenance.
- Contribute towards the production of AMPS teams Service Delivery Plan and in delivering the Council's vision, key developments corporate plan etc.
- Participate as appropriate on corporate working groups.
- Provide cover for the Lead Building Surveyor, when absent.

---

## Specific duties and responsibilities

---

1. Prepare cost estimates for works and services; provide cost information to assist in budget preparation.
2. Plan, procure and manage specific projects and services to achieve delivery on time, within budget and to the expected standards of quality.
3. Plan, procure and manage specific contracts and services for the routine maintenance of premises, in compliance with legislation and good practice.
4. Ensure that allocated service requests are actioned promptly, and that works orders are raised where appropriate. Ensure that responsive tasks are fully resolved, and that service users are kept fully informed.
5. Regularly monitor actual and forecast spend against allocated projects and jobs. Provide regular cost information for the purposes of departmental budget management.
6. Establish clear performance standards and measures for projects and contracts managed by the post holder. Ensure that contractors are managed effectively, monitor and report on performance and take prompt action to address any areas of concern.
7. Implement pro-active monitoring of contractors' quality and customer care by means such as inspections of works in progress, post-inspections, quality audits and satisfaction surveys. Ensure that quality monitoring records are kept and that areas of concern are addressed promptly.
8. Liaise and communicate effectively with colleagues, contractors and external stakeholders to ensure that projects are properly co-ordinated, stakeholders are kept fully informed and to minimise disruption.
9. Provide professional and technical building surveying advice to colleagues, building users and others.
10. Undertake a range of building surveying activities in support of AMPS services and objectives, including: inspections and surveys, defect analysis, feasibility studies, preparing reports and cost estimates, producing specifications, drawings and tender documents, obtaining licences and statutory consents, procurement of works, services and supplies, project management and contract administration.
11. Provide out of hours emergency cover for Council-owned properties, including evenings, weekends and Bank Holidays (approximately on call one week a month).

### Main contacts

Council officers, councillors, contractors, statutory authorities, public utilities and members of the public.

---

## **What's missing?**

---

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role.

---

## **Your conduct**

---

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

## **Appraisal and staff development**

The Council expects all staff to participate in its processes for appraisal and staff development. Those with a managerial responsibility must ensure that all staff within the section are appraised at least once a year, with a mid-year review.

---

## **Equal opportunities**

---

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

---

## **Health and safety**

---

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

---

## **Personal and sensitive data**

---

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

---

## Talent development

---

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

---

## Confidentiality

---

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

---

## Person specification

---

**Please read the details on this form carefully before you complete your application form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

We are committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of marital status, gender, race and ethnicity, disability, sexual orientation, religious belief or age.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We can only consider applicants who are already eligible to work in the United Kingdom

**Title: Building Maintenance Surveyor Post No: PRN0000122 & PRN0000123**

**Team: AMPS**

**Hours: 36 per week**

**Salary: £38,029 - £42,066 PA  
(PO 38 – PO 42)**

**Car allowance: Frequent Car User C3**

<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
-------------------------	---------------------------------	--

<b>Qualifications and education</b>			
1	Relevant professional qualification, (e.g. RICS or CIOB), or technician qualification (HNC, degree or equivalent).	E	A,I

<b>Experience</b>			
2	Experience of undertaking building surveying, contract procurement, contract administration and project management activities in a similar environment (candidates without a professional qualification are required to demonstrate substantial experience).	E	A,I
3	Extensive experience of specifying, procuring and managing repair and improvement projects.	E	A
4	Experience of working with contractors, consultants and external agencies	E	A,I
5	Extensive experience of defect diagnosis and identifying appropriate repair solutions.	E	A,I
6	Experience of managing project budgets, cost analysis and cost reporting.	E	A,I
7	Experience of managing contractors' quality and performance	E	A,I
8	Experience of using a computerised building maintenance and repair system.	D	A,I

<b>Knowledge/Skills/Abilities</b>			
9	Sound understanding of construction technology and repair techniques.	E	A,I
10	Working knowledge/understanding of building services technology and maintenance, including the property management system, Technology Forge.	D	A,I
11	Sound understanding of procurement processes, and the use and interpretation of construction contracts.	E	A,I
12	Good level of numeracy; understanding of financial control.	E	A,I
13	Good knowledge of MS Word and Excel.	E	A,I

14	Working knowledge of AutoCAD or similar drawing software.	E	A,I
15	Awareness of property-related sustainability issues.	D	A,I

<b>Personal qualities</b>			
16	Commitment to quality and customer service.	E	A,I
17	Highly motivated, able to work under own initiative and achieve results.	E	A,I
18	Team Player.	E	A,I
19	Excellent written and verbal communication skills.	E	A,I
20	Able to prioritise and manage time effectively.	E	A,I
21	Assertive; able to use influence and negotiation to achieve outcomes.	E	A,I
22	Ability to use problem-solving and judgement to make appropriate decisions.	E	A,I
23	Flexible approach to work.	E	A,I
24	Innovative approach.	E	A,I

<b>Special requirements</b>			
25	Full driving licence and access to vehicle during working hours.	E	A,I
26	May be required to attend occasional evening meetings.	E	A,I
27	Will be required to work in confined spaces and at heights.	E	A,I
28	Will be part of an out of hours emergency call out rota (approximately one week a month).	E	A,I
29	Willingness to undertake a basic disclosure check with Disclosure Scotland, which is a requirement of this post.*	E	A,I

\*we will contact you and send you the forms to complete if you are offered the post