

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			711199
Job Title	Building Surveyor		
Service	Place & Growth / Economy & Housing	Team	Asset Management
Location	Shute End, Visiting Sites and Properties in Borough & Homeworking		
Reports to	Surveying Manager (Maintenance & Projects)		
Responsible for	No direct reports, however, you will be required to assist with the mentoring of Apprentices and supporting other staff withing your field of expertise.		
Grade	Type of position:		Hours
Grade 9	Permanent Contract Full Time		37
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.			
<p align="center"><u>Service Purpose</u></p>			
Delivery of a high-quality housing service to the Borough Council's tenants, ensuring the stock is appropriately maintained, and that tenants are supported appropriately through the landlord function; and to ensure an effective homelessness service is provided that complies with statute and local policy, and meets the needs of vulnerable residents Delivery of effective and efficient services offering good value for money.			

Purpose of the role

The post-holder will be a member of the surveying team and will be assigned to the Surveying Manager (Maintenance & Projects) to undertake responsive repairs and ad hoc capital projects as and when required. The postholder may be relocated within the Asset Management team to provide suitable coverage, develop wider experience, and provide work interest. Placement within a particular team will be subject to business needs.

Responsive repairs surveying will require diagnosing faults and repairs required to domestic properties and communal areas of grouped properties through home visits involving inspection and conversing with tenants to identify the problem and the impact it is having. A schedule of works will be required to be produced in a timely manner for issue to the responsive maintenance contractor or other specialist contractors. The progress of the repair will be monitored and upon completion a sample of completed works will be inspected to ensure the quality of the works and the satisfaction of the tenant. Liaison with the tenant during the course of the work may be required.

Capital works will include delivery of the Investment Delivery Programme which will involve interpreting specific works programmes, undertaking surveys of individual properties, sites and facilities identified to establish the precise works requirements, liaison with tenants and other residents and coordinating the work of contractors such as asbestos contractors, grounds maintenance contractors and other specialist contractors.

Capital works surveying will entail broad contract management including working with the Procurement and Contracts Manager in the procurement of contracts; the letting of contracts and the management of the works including health and safety; monitoring of key performance indicators; managing variation requests; authorising payment requests and negotiation with contractors over performance, payments and other issues that may arise during the course of the works.

Main Accountabilities

1	<p>To carryout surveys to Council owned dwellings, including communal areas in and around blocks to diagnose routine and complex faults and repair requirements through examination, general surveying and conversation with tenants, leaseholders, and other residents.</p> <p>Outcome – effective evaluation of repairs and maintenance requirements and assessment of impact; resident satisfaction.</p>
2	<p>Issue of appropriate scheduled items and non-schedule work items to standard repairs and maintenance contractors, following diagnosis, to provide the most effective solution with regard to whole life cost, quality and customer satisfaction.</p> <p>Research specialist repairs and maintenance contractors, undertake competitive evaluation in line with the Council's Procurement and Contract Regulations and statutory requirements, and issue of work items to provide the most effective solution with regard to whole life cost, quality and customer satisfaction.</p> <p>Outcome – cost effective repairs that maintain properties at a suitable standard and which meet customer expectations.</p>
3	<p>To identify appropriate works based on specialist building requirements, e.g. non-traditional build techniques, ventilation requirements, insulation requirements, e.g. loft, cavity, and externally clad wall insulation.</p> <p>Outcome – well maintained properties with reduced long term costs and greater fuel efficiency for tenants.</p>
4	<p>Inspect site during the course of the works and resolve issues through review, negotiation and variation.</p> <p>Outcome – well managed works that accommodate arising issues during the course of the works. Cost effective repairs. Good contract management.</p>

5	<p>Maintain accurate records of works issued, during the works, final completion by contractors and issues that arise during the entire process.</p> <p>Outcome – an accurate record of the work shall be maintained that may form evidence of contractor performance that will assist in contractor management.</p>
6	<p>Carry out accurate measurement of the requirement pre and post works to ensure that measures ordered are appropriate and that works completed are suitable. These measurements will form the basis of works orders and any variation orders.</p> <p>Outcome – economical works carried out and control of costs.</p>
7	<p>Undertake post works inspections on a sampling basis as determined by the post-holder within broad guidelines, based on historical contractor performance, value of works, complexity of works and management of other risks e.g. possible health and safety risks, environmental risks.</p> <p>Outcome well managed contracts and identification of issues at an early stage. Financial control.</p>
8	<p>Provision of a high standard of customer care and support having regard to residents' needs, abilities, and reasonable expectations. Liaison with tenants who may be in a distressed state and who may have unreasonable expectations.</p> <p>Outcome – a high level of customer satisfaction.</p>
9	<p>Liaison with neighbouring property owners and leaseholders over the impact of works on them and their properties.</p> <p>* Work with the Leasehold Manager to undertake leaseholder consultation in accordance with S20 Landlord and Tenants Act 1985 (as amended) and liaise with leaseholders over the specification of works and leaseholder input to the specification and procurement to ensure that processes are compliant with the legislation so that charges to leaseholders are able to be recovered.</p> <p>Outcome – high levels of satisfaction amongst other residents. Avoidance of disputes and maintenance of a good public profile for the service. * Robust processes to enable legal recovery of leaseholder contributions to work and services.</p>
10	<p>Identifying the need for specialist surveyors and consultants' involvement due to the specific work needs, eg asbestos testing/removal, gas and electrical installations and heating contractors and appointment of these contractors to the required works.</p> <p>Outcome – safety of works, avoidance of unnecessary delays, reduction of exposure to claims for damages.</p>
11	<p>Production of complex work specifications and/or preparing and undertaking tendering for contracts valued over £50k in accordance with the Council's Procurement and Contract Regulations and statutory requirements for public contracts.</p> <p>Outcome – accurate works and services procured at economic cost. Value for money works and services. Compliance with Council and statutory regulations.</p>
12	<p>To produce specifications suitable to be included in tender and quotation documentation, including dimensions, technical requirements, amendments to standard documentation materials (eg JCT Minor Works, Measured Term and Intermediate contracts).</p> <p>Outcome – compliant works meeting the Council's requirements without excessive financial provision for risk due to uncertainty on the part of bidders.</p>

13	<p>The evaluation of quotations and bids for contracts tendered.</p> <p>* The evaluation of method statements for more complex contracts as part of the formal tender evaluation panel.</p> <p>Outcome – compliant tender evaluation with reduced risk of legal challenge; selection of the most economically advantageous tender.</p>
14	<p>To attend pre-contract meetings to ensure that suitable provision is made for the safe and effective running of the contract, including CDM/H&S requirements, compliance with terms of planning consents, building regulation requirements and customer safety/care.</p> <p>Outcome – a well-managed contract complying with statutory and contract requirements that manages risk and causes minimal inconvenience to tenants and other residents.</p>
15	<p>Liaison with specialist consultants including CDM advisors/coordinators, quantity surveyors and contract specific specialists, e.g., roofing contractors, scaffolders, architects, and designers.</p> <p>Outcome – a well-managed contract that meets the technical design requirements of the Council.</p>
16	<p>Negotiation with contractors on unforeseen issues, requests for variations and changing client needs through the contract term.</p> <p>Outcome – a contract that is reactive to changing needs and is managed without dispute, delays or excessive cost increases.</p>
17	<p>Undertake consultation and liaison with tenants and other residents to ensure that their needs and expectations are taken into account during the planning and execution of the works.</p> <p>Outcome – works undertaken meet tenant expectations and levels of customer satisfaction are high.</p>
18	<p>Ensuring compliance with contract terms and conditions.</p> <p>Interpreting more complex contracts to ensure that the full contract requirements are delivered in line with the terms and challenging claims for variations where appropriate.</p> <p>Outcome – full delivery of the contractual requirements and avoidance of additional costs for works or services included within the specification.</p>
19	<p>Measurement and calculation of quantities at specification stage, during the works and on completion.</p> <p>Outcome – control of claims for variations, minimising wastage, cost control.</p>
20	<p>Calculation of complex final accounts and reaching agreement with the contractor.</p> <p>Outcome – compliance with the contract specification, timeliness of account submission, financial and cost control.</p>
21	<p>Interpretation of stock condition data and validation through site visits and surveying of dwellings and communal areas.</p> <p>Outcome – accurate data recording and specification with appropriate investment in the housing stock.</p>
<p>Supervision Received</p> <p>You will be supervised by Surveying Manager (Maintenance & Projects) receiving regular 1 to 1 usually at 6 weekly intervals, and annual appraisal.</p>	

Supervision Given	No direct reports, however, you will be required to assist with the mentoring of Apprentices and general supporting of other team members.
Contacts & Working Relationships	You will be required to work with both internal and external stakeholders consisting of but not an exhaustive list: community groups/ other local or central government departments/services, local councillors and ward members, tenant groups, committees, and term contractors.
Management of resources or budget	Delegated budgetary control for specific works, capital projects and responsive repairs in line with council authorisation limits.
Special Factors	Ability to travel to a variety of locations in borough with use of own vehicle with appropriate business class insurance undertaking inspections, may be required attend evening meetings, Post is subject to cleared Enhanced DBS check.

Organisation Chart



Person Specification

Qualifications	Essential	Desirable
5 GCSE level (A*-C) to include English and Maths, or equivalent (or appropriate experience)	x	
RICS or CIOB accredited degree, ONC/HNC or equivalent experience in surveying or building related discipline.	x	
MCIQB/MRICS or equivalent chartered status.		X

Technical Skills.	Essential	Desirable
Ability to diagnose building defects and specify suitable remedial measures.	x	
Ability to use computers for cost control, project management and records management	x	
Ability to convert raw data and information from a variety of sources into easy to interpret reports for a variety of audiences.	x	
Excellent organisation skills in a service delivery setting.	x	
Experience of working with contractors and consultants in a service delivery environment.	x	
Ability to effectively prioritise own workloads to ensure customer satisfaction.	x	
Knowledge	Essential	Desirable
A good knowledge of contract tendering and management.	x	
A good knowledge of building techniques used in domestic buildings, both traditional and non-traditional, including timber frames and PRC construction.	x	
A good understanding of domestic building trades, including plumbing, electrical, carpentry, heating and wet trades.	x	
Working knowledge of MS office	x	
An understanding of local authority housing services		X

Experience		Essential	Desirable
Experience of working in the domestic sector / social housing sector.		x	
Excellent interpersonal & communication skills supported by 'a can do' and right first-time attitude.		x	
Other		Essential	Desirable
Experience of estate service management			x
Completed by:	Sukh Singh	Date: 25/01/2024	