

## TENDRING DISTRICT COUNCIL

<b>JOB DESCRIPTION</b>
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**Job Title:** Building and Maintenance Surveyor

**Post No:** 10001029

**Department:** OD – Building and Public Realm

**Grade:** 4 – 7

**Reports to:** Principal Surveyor

### 1. JOB PURPOSE

To undertake the preparation and management of Contracts and works orders for building maintenance, to design new buildings and improvements to existing building and to supervise the execution of such schemes. To provide contract cost control. To monitor, research and make recommendations on Architectural and Building Services issues when appropriate. To undertake any other related technical duties as required.

To contribute to the effective operation of the Council's role as a social housing landlord.

To undertake the pre-inspection of defects and the supervision, preparation and contract administration of contracts and orders by contractors in respect of housing maintenance works, including inspection of completed works to ensure that agreed and specified standards are achieved.

### 2. JOB ACTIVITIES

- a) To undertake the design, implementation and surveying aspects of a wide range of Architectural and Building Services schemes.
- b) The inspection of Council owned properties to assess repair and maintenance requirements duties including reporting and initiating repairs, maintenance, cleansing or other works as necessary..
- c) The pre and post inspection of Council dwellings, garages, estates and communal areas with regard to reported defects or repairs and all aspects of contract administration applicable to works carried out under the contract for day to day repair and maintenance of Council dwellings and in accordance with right to repair legislation.
- d) To prepare, supervise and administer annual and other maintenance contracts.
- e) To co-ordinate requests for building maintenance or new works.
- f) To maintain an informed awareness of new developments and products and changes in relevant policies, regulations and legislation and their likely immediate or future impact on Tendring District Council.
- g) To assist in the preparation of annual estimates and be accountable for those budgets.
- h) To receive, record, monitor and inspect any complaints in respect of specified service areas and to take appropriate action.
- i) The carrying out of land and building surveys.
- j) To ensure that adequate cover is provided for the out of hours services provided within the specified service areas, including Dangerous structures and repair and maintenance.
- k) The enforcement of compliance with the Council's Standing Orders and Financial Regulations in all aspects of the work carried out in the specified service areas.

- l) The maintenance of a positive and effective working relationship between all other Service Units, Contractors and Consultants.
- m) To provide professional advice.
- n) Inspection of Council owned property (land/assets/premises) in respect of housing maintenance and other associated housing To undertake surveys as directed including identification of properties for planned maintenance or improvement requirements.
- o) Preparation of contract specifications and obtaining quotations or tenders, obtaining goods and services including the issuing of works orders or other contract documentation.
- p) Supervision and inspection of work on site.
- q) Measurement of quantity and quality of completed work, issuing variation orders, checking invoices and ensuring correct value of work invoiced in preparation for certifying for payment by Senior Officer.
- r) Liaising with Tenants, Councillors, other housing officers, other TDC officers and external agencies for the effective and efficient performance of the housing maintenance and/or other associated housing practices.
- s) Initiating appropriate action for any necessary decorations including to communal areas.
- t) Dealing with all associated paperwork, correspondence and the keeping of accurate records. Receiving and dealing with telephone communications.
- u) The preparation of 'void' property in readiness for re-letting within required timescales.
- v) Preparing reports, correspondence and other documentation in respect of housing maintenance or other associated housing duties.
- w) Ensuring compliance with the Council's Housing and other policies from time to time introduced with special regard to anti-social behaviour and community safety, equality and diversity.
- x) Other duties as required by the Development and Building Manager.

### **3. SUPERVISION AND RESPONSIBILITIES**

The post holder will be responsible for a range of technical decisions and will be required to demonstrate some management skills in order to maximise efficiency.

The post holder's duties may involve complex calculations and designs with due consideration being given for statutory, environmental and aesthetic factors.

The post holder will communicate with other services and outside organisations.

The work may be complex and may involve changing rapidly from one task to another during the working day.

The post holder will be expected to work under their own initiative and be responsible for a range of schemes, some from inception to completion and will be accountable for the maintenance of service standards.

The post holder will be expected to ensure a Best Value approach in all areas of the Service Unit.

The post holder must work to attain optimum performance in service delivery within their area of responsibility.

The post holder should seek the advice of the Senior Building Surveyor on difficult or contentious decisions.

Some work out of normal working hours may be necessary.

#### **4. SPECIAL CONDITIONS**

The post holder must comply with, implement and monitor policies and procedures ensuring appropriate standards of health, safety and welfare such that the Council and its employees comply with legislative requirements and good practice standards at all times.

To ensure proper adherence to the Council's Grievance, Disciplinary, Capability, Harassment and other personnel policies and procedures.

Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.

You will be required to be able to drive and to have access to a car for work purposes. It is requirement of this post that you hold a current driving licence and provide a vehicle in order to perform your duties for which you will be entitled to claim Inland Revenue rate which is currently 45p per a mile.

#### **5. CORPORATE RESPONSIBILITIES**

Must achieve good performance on relevant performance indicators both local and statutory, and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement.

Must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.

You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including E Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

Must maintain high quality corporate and service standards and best practice as required.

***This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.***

## TENDRING DISTRICT COUNCIL

### PERSON SPECIFICATION

**Job Title:** Building and Maintenance Surveyor

**Post No:** 10001029

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

#### 9.1 Professional and Technical Development

- Educated to HNC in appropriate subject
- Knowledge of Autocad
- Extensive and current knowledge of Building and/or Building services
- Financial understanding and working knowledge of budget management
- Familiar with MicroSoft Office Suite of programmes
- Able to assist in the preparation and management of contracts.

#### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

##### 1.1 Deciding and Initiating Action

- a) Makes prompt, clear decisions which may involve tough choices or considered risks
- b) Takes responsibility for actions, projects and people
- c) Takes initiative, acts with confidence and works under own direction
- d) Initiates and generates activity.

##### 2.1 Working with People

- a) Demonstrates an interest in and understanding of others
- b) Adapts to the team and builds team spirit
- c) Recognises and rewards the contribution of others
- d) Listens, consults others and communicates proactively
- e) Supports and cares for others
- f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

##### 4.1 Writing and Reporting

- a) Writes clearly, succinctly and correctly
- b) Writes convincingly in a engaging and expressive manner
- c) Avoids the unnecessary use of jargon or complicated language
- d) Writes in a well-structured and logical way
- e) Structures information to meet the needs and understanding of the intended audience.

##### 4.2 Applying Expertise and Technology

- a) Applies specialist and detailed technical expertise
- b) Develops job knowledge and expertise (theoretical and practical) through continual professional development
- c) Shares expertise and knowledge with others
- d) Uses technology to achieve work objectives.

## **6.1 Planning and Organising**

- a) Sets clearly defined objectives
- b) plans activities and projects well in advance and takes account of possible changing circumstances
- c) Manages time effectively
- d) Identifies and organises resources needed to accomplish tasks
- e) Monitors performance against deadlines and milestones.

## **6.2 Delivering Results and Meeting Customer Expectations**

- a) Focuses on customer needs and satisfaction
- b) Sets high standards for quality and quantity
- c) Monitors and maintains quality and productivity
- d) Works in a systematic, methodical and orderly way
- e) Consistently achieves project goals.

## **7.2 Coping with Pressures and Setbacks**

- a) Works productively in a high-pressure environment
- b) Keeps emotions under control during difficult situations
- c) Balances the demands of a work life and a personal life
- d) Maintains a positive outlook at work
- e) Handles criticism well and learns from it.

***The post-holder should note that there are other competencies relevant to this role which may be used in the on-going appraisal of the post-holder. Please refer to the Career Grade for this post and the full Universal Competency Framework on the Council's Intranet.***