



WEST LANCASHIRE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Housing and Inclusion Services
Service:	Property Services
Section:	Day to Day Maintenance
Job Title:	Building Surveyor
Grade:	SO1
Designated Line Manager:	Senior Surveyor (Day to Day Maintenance)
Directly Responsible for:	None
Car Categorisation of Post:	Essential

Purpose of Job:

You will be part of a team of surveyors whose main function is to manage and deliver programmes of capital, cyclical maintenance and responsive/void repairs service to tenants and leaseholders efficiently and cost effectively, in conjunction with the Council's external contractors.

Core tasks:

1. Prepare priced schedules of work, specifications and associated drawings for quotations and formal tender documents in accordance with the Council's Contract Procedure Rules and Financial Regulations.
2. Prepare estimates, work schedules and Bills of Quantities for budgeting and investment planning purposes where necessary.
3. Assist in carrying out the preparation, letting and appropriate supervision of a range of response and planned maintenance contracts for the Council's housing stock and maintain all necessary records required to administer and control the contracts.
4. Diagnose causes of complex repair issues, recommend solutions, order and certify work, monitor and manage payment of completed works, maintain information on progress and financial status of capital works programmes and the responsive repairs service to enable adequate reporting.
5. Undertake site surveys required to assess the need for future maintenance programmes and assist in the preparation of capital investment and planned programmes of work.
6. Work with tenant groups and contractors to manage and monitor the pre and post inspection of capital, cyclical maintenance and responsive/void repairs works in accordance with performance indicators and targets and re-let standards.
7. Have a good working knowledge of the Construction Design and Management Regulations 2015 (CDM) and primary Health and Safety Regulations relating to maintenance and construction works and knowledge of statutory, regulatory and legislative requirements as they apply to traditional and non-traditional forms of construction.
8. Undertake statistical analysis for the production of reports on KPI's on capital programmes, cyclical works programmes and responsive/void repairs service, including customer satisfaction.
9. Ensure all works documentation is recorded accurately, in accordance with the Council's procedures and maintain all databases, systems and project files and issue timely reports as required by the managers.
10. Operate and actively assist in the development of appropriate computerised information systems and assist in the introduction of new technology.
11. Chair regular site meetings which review progress against the contract specification and identify or assess future problems so that the contractor can take prompt and timely action to keep the contract on course and meet the required specification.

12. Establish, build, develop and maintain professional relationships with contractors to create mutual trust and respect necessary to ensure programmed work is carried out on time, to the exact specifications and so that when problems arise they can be dealt with speedily and satisfactorily.
13. To act as an expert witness for the Council on property disrepair issues and to prepare reports and Scott Schedules for court in response to letters of Claim for Housing Disrepair.
14. To investigate and identify building works required to remedy serious or complex defects including fire damaged and structurally unsound or damaged properties providing reports on findings and recommendations.
15. To carry out asbestos surveys to support the Asbestos Management Plan.

Other Duties

1. Liaise with other Council Departments and outside bodies as necessary.
2. Provide a quality service to internal and external customers in a professional manner, providing advice, information and assistance on maintenance and property improvement matters.
3. Be committed to achieving high standards and help increase the level of satisfaction of our customers.
4. Conduct all dealings in a professional manner, so as to promote confidence in, and satisfaction with Property Services amongst other departments, outside bodies and Council tenants,
5. Liaise and consult with Councillors, tenants groups, and any other stakeholders, regarding programmes of work, the specification of contracts and the performance of contractors.

Customer Care: To meet the Council’s Standards of Customer Care at all times.

Core Tasks: To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

Equal Opportunities: The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

Health & Safety: All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

Legislation: To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

Training & Development: To comply with the Council’s policies and practices relating to training and development, including a regular development appraisal.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Prepared by:	Sian White	Date:	June 2019
Approved by:	Frank Lee	Date:	June 2019