



## JOB DESCRIPTION

<b>Job Title</b>	Area Building Surveyor		
<b>Directorate</b>	Resources & Corporate Services (s151)		
<b>Reporting to</b>	Senior Building Surveyor - Operations		
<b>Grade</b>	10		
<b>Evaluation ref:</b>	AG0895	<b>Job ref:</b>	<b>Family</b> EST10
<b>Role purpose</b>			
<p>Provide an emergency response service in or out of hours for all property related matters including fire, vandalism, storm and flood damage, plant failure, vehicle impact etc. to</p> <ul style="list-style-type: none"><li>• identify urgent repair and maintenance requirements.</li><li>• ensure the structural integrity of the properties.</li><li>• assess Health and Safety issues, e.g. means of escape in case of fire, asbestos incidents, and other deficiencies on a day-to-day basis.</li><li>• ensure the continued safe occupation and use of buildings.</li></ul> <p>Assesses situation, attend incident where necessary and co-ordinate immediate action. Instruct Heads of Establishments/Services as appropriate, e.g. evacuation/closure, etc.</p>			
<b>Responsibilities</b>			
<p>Meet regularly with clients including Schools, Academies, and other education providers to discuss all building related issues and plans for the property. Produce formal notes and report any actions back to other members of the team where they are outside their remit, i.e. Grounds and Engineering.</p> <p>Undertake feasibility studies to establish most cost-effective solutions to agreed approved programme maintenance works. Liaise with Clients/Heads of Establishment on proposed works and undertake Contract Management functions through to completion of work and final account settlement.</p> <p>Monitor, check and verify that works are carried out in accordance with the appropriate regulations and in compliance with Health &amp; Safety legislation, that workmanship is to a satisfactory standard and that completion is achieved on time and to budget.</p> <p>Issue and authorise works orders on behalf of clients to Approved Contractors, Specialist Contractors and Suppliers for day-to-day and emergency repairs, maintenance, and replacement of components. Checks works orders issued on behalf of establishments and invoices and work sheets submitted by Contractors for repairs to ensure the orders are within the prescribed schedule and financial limits.</p> <p>Seek client approval and authorise works orders for repair works, interim and final accounts for payment, ensuring best value.</p>			

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Inspect and appraise the condition of building components, on an annual basis to facilitate the production of an annual programme of maintenance works. Liaise with Heads of Establishments and other interested parties on their requirements and priorities for maintenance, refurbishment, and improvements. Prepare a prioritised and costed planned programme of works for the 5-year maintenance plan by providing/inputting information on the SCC Buildings Asset Management Plan system.

Provide professional and technical advice and guidance to clients, to resolve particular property related issues, proposed alterations, adaptations, and improvements, e.g. extensions, alterations, access and facilities for disabled persons, fire precaution work, safety glass issues, accident assessments, etc. Analyse requirements for alterations and improvements to their building to enable informed decisions to be made by the client before commitments are made.

Act as project leader on specific building orientated work when working in a multi-disciplined team or on specific projects or activities. Design and produce drawing and specifications and Health & Safety plans/risk assessments including for major replacements, alterations, and improvements to the buildings, to enable tenders/quotations to be obtained. Check, scrutinise and analyse tenders/quotations and accept or recommend acceptance as best value. Supervise, direct, and monitor works in progress including all aspects of Health & Safety, contract administration, financial control, and settlement of interim and final accounts. Ensure project completion to the requirements and satisfaction of the clients and within time and financial constraints. Arrange asbestos surveys and removal works and has overall responsibility for, and is accountable for, the asbestos work associated with engineering orientated work being undertaken.

### Impact

#### Contacts & Relationships

Contact takes place by telephone, written correspondence and in person.

Internal: Provide advice, guidance and support to colleagues, Service Managers, other Senior Managers and employees. Liaise and work closely with Managers and other professionals when formulating and developing policy initiatives.

External: A wide range of organisations and contractors; schools/academies, other local authorities and education providers.

#### Resources

Provide a professional and technical Building Surveying service within a multi-discipline team, in respect of all building and site related issues including repair, maintenance, alteration and improvement for Schools, Academies, properties owned or leased by Somerset County Council, and other Public-Sector Organisations.

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Provide a direct contact point on all building related matters for clients who buy a service from SSE.

Each surveyor is responsible for an area equating to a sixth of the County. This will involve responsibility for:

Approximately 30 establishments per surveyor ranging from small primary schools to large comprehensive schools, children's centres, and other local authority buildings

Directing and monitoring as many as 25-30 approved external Contractors, Specialist Contractors and their operatives working around the County repairs and maintenance, improvements and alterations which vary in value from £5,000 to £100,000 for a single project.

Delegated responsibility for the issue and authorisation of orders up to (a) £2,000 for day works and single quotations: (b) £10,000 for competitive quotations and tenders and (c) advises/recommends approval/rejection for works up to £200,000. Each Surveyor authorises approximately 1,000 building repairs & maintenance orders each year to Contractors, Specialist Contractors, Suppliers, and Manufacturers, etc.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
A good working knowledge of relevant construction legislation including CDM Regulations and Building Regulations.	E		
An awareness of the Asbestos Regulations.	E		
Knowledge and experience of using AutoCAD	E		
Good working knowledge of the Asbestos Regulations		D	
<b>Experience</b>			
Proven experience of the full range of building surveying duties. Minimum of 2-3 years.	E		
Demonstrable experience of building maintenance condition and defects management.	E		
Demonstrable experience of undertaking feasibility studies.	E		
Demonstrable experience of managing individual projects and programmes of work.	E		
Evidence of work related continuing professional development in their specialist field.	E		

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Experience of the local government and/or education sector and/or experience of working on occupied commercial buildings.		<b>D</b>	
Experience of using asset management software such as Technology Forge Cloud.		<b>D</b>	
<b>Qualifications / Registrations / Certifications</b>			
A minimum HNC/D level (or equivalent) in a building construction related subject.	<b>E</b>		
Professional qualification in building surveying (ARICS).		<b>D</b>	
Formal project management qualification.		<b>D</b>	
<b>Skills</b>			
IT literate, particularly MS Office and asset management software.	<b>E</b>		
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position.			
<b>Corporate Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.</li> <li>• Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</li> </ul>			

Date: 19 June 2024