






Job Description: Post Title

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

| JOB DESCRIPTION | |
|---|--|
| Job title: | Surveyor / Engineer |
| Service: | Assets and Property |
| Team: | Property & Engineering Services |
| Location: | The Burys, Godalming, Surrey, GU7 1HR |
| Reporting to: | Property & Engineering Manager |
| Responsible for: | |
| OUR ORGANISATIONAL VALUES | |
| <p>Collaboration</p>  | We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others. |
| <p>Wellbeing</p>  | We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have. |
| <p>Trusted</p>  | We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. |
| <p>Value for Money</p>  | We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes. |
| <p>Professionalism</p>  | We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve. |

PRINCIPAL PURPOSE OF THE ROLE

- To perform as an effective member of the Property & Engineering Team in carrying out capital and revenue funded works of Council assets and infrastructure.
- To provide expertise and advice to other sections to ensure a best practice approach consistent with Council policy.

MAIN DUTIES AND ACCOUNTABILITIES

- To carry out maintenance on the Council's corporate property portfolio.
- Carry out duties associated with the Land Drainage function of the Council to ensure that the maintenance and inspection of Land Drainage assets is carried out to an acceptable standard.
- Assist with the car parks maintenance programme and manage the 10-year capital programme including design and supervision of works.
- Investigate and evaluate issues; arranging and/or undertaking surveys; preparing drawings, specifications and schedules; public consultation; the inspection of works onsite; and administrative and cost control aspects of highway and drainage schemes, as well as small building maintenance projects.
- Provide advice on drainage responsibilities and ensure that the Council is responding in a manner appropriate to its Risk Management Authority status.
- Inspect and maintain the Council's street furniture assets to an acceptable standard. Record the location and condition of such assets on mapping and street furniture inventory. Develop a longer-term strategy for future maintenance and replacement policy.
- Preparation of reports with cost estimates on any aspect of the engineering and property function of the authority as required. Liaise with other services to achieve a comprehensive approach.
- Provide engineering and property advice and expertise to other council sections.
- Assist in the provision of a maintenance service to the Council's commercial property portfolio including the procurement of advice, services and repairs.
- Conduct site investigations and surveys to prepare designs and tender documentation for Capital and Revenue Construction and Civil Engineering projects.
- To support the Council's achievement of its service aspirations through effective procurement of property related services from External Consultants and partners.
- Supervise associated works to ensure compliance with contract and budgetary requirements.
- Deputise for the operations lead officer when required as part of the Borough Emergency Plan when related to flooding.
- Provide out of hours capability for matters relating to flooding and general emergencies.
- To keep abreast of latest professional standards and technical developments ensuring that service delivery, advice and practice complies with current regulations, guidelines and legislation.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.
- **Health and Safety**
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- Typical Budgets:
Responsible directly for:
Land Drainage (Revenue) £30,000
Street Furniture maintenance £30,000
around 2000 street nameplates, 100 bus shelters and 100 public seats
- Capital Works:
Variable dependent upon other services requirements and programme of works.
Can be in the region of £300,000

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The Council relies on this post holder for guidance on Building Maintenance, drainage issues and car park design and therefore the responsibilities specifically include implementing designs for sensitive or difficult schemes requiring innovative solutions to meet varying criteria. Extensive landowner and agency involvement commonly feature whereby resolutions can be protracted.
- Successful completion of schemes to programme within budget. Monitoring expenditure and site events leading to settlement of final accounts often requiring evaluation and analysis in cases of dispute.
- The maintenance of street furniture requires a consistent approach to ensure that an ageing infrastructure is kept in a safe useable condition.

PLANNING/ORGANISING/CONTROLLING

- Building Maintenance
- Car Parks
- Drainage
- Revenue and Capital Projects
- Street furniture
- Ensuring that all works are carried out on time and within budget.

CUSTOMERS AND CONTACTS

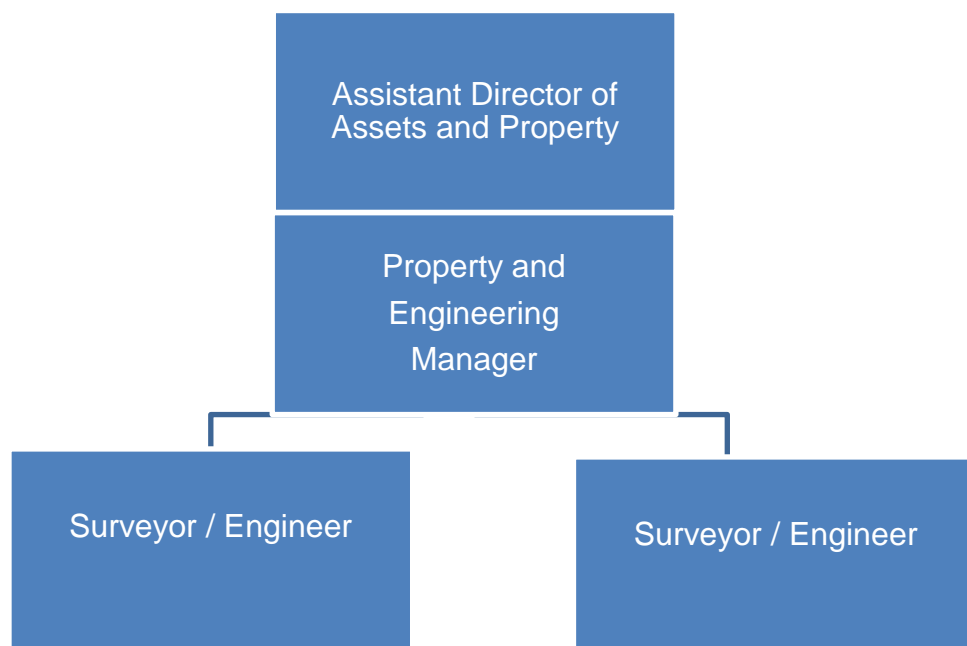
Internal – Client Service in execution of projects:

- Leisure - Green Spaces
- Environment – Car parks & Recycling
- Planning - land drainage aspects of development – case officers and enforcement
- Legal and Financial Services - procedural and contract documentation advice
- Elected members.

EXTERNAL

- TWUL (public sewerage),
- Surrey CC Highways,
- Surrey CC LLFA,
- Surrey Police,
- Service undertakers,
- Parish and Town Councils,
- Landowners and appointed agents,
- Private developers,
- Civil engineering contractors and consultants,
- Materials manufacturers,
- General public.
- Environment Agency officers and staff.
- Dams' inspector and reservoir panel engineer.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C, A/C/I or A/I within their application form to be shortlisted for this role.

| | PERSON SPECIFICATION | | | |
|--|---|--------------|--|--------------|
| | ESSENTIAL CRITERIA | HOW ASSESSED | DESIRABLE CRITERIA | HOW ASSESSED |
| QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE | Formal Construction or Engineering related qualification, or the equivalent knowledge gained by work experience | A/C | Construction or Engineering related degree or Professional Qualification | A/C |
| | Good understanding of Health and Safety Legislation | A | Good understanding CDM Regulations | A |
| | | | | |
| KNOWLEDGE /TECHNICAL SKILLS | Practical construction or engineering experience in one of the job-related fields. | A/C/I | Practical experience in construction, drainage, car park and highway works | A/I |
| | Computer literate with particular emphasis on Microsoft Office. | A/I | Local government. Experience and use of AutoCAD. | A |
| | Ability to prepare detailed building works specifications and prepare tenders. | A/I | Awareness of Safeguarding and an understanding of JCT contracts | A/I |
| | Ability to project manage site-based projects/works | A | | |
| COMMUNICATION | Good written and verbal communication skills. | A/I | | |
| | | | | |
| | | | | |

| | | | | |
|---|---|-----|--|--|
| CUSTOMER SERVICE | Understanding of and commitment to promoting equality and diversity in service delivery and employment. | I | | |
| | Commitment to a high level of customer service and quality service | A/I | | |
| | Ability to resolve problems. | A/I | | |
| TEAM WORKING | Ability to work effectively | A/I | | |
| | Team player | A/I | | |
| | | | | |
| MANAGING SELF AND OTHERS | Ability to work within approved budgets | A/I | | |
| | | | | |
| CAN DO APPROACH / ACHIEVING RESULTS | Ability to work under pressure | A/I | | |
| | Able to effectively organise workload and meet deadlines | A/I | | |
| | Able to prioritise tasks and ensure targets are met. | A/I | | |
| | Attention to detail. | A/I | | |
| | Ability to set and obtain high standards of quality and accuracy. | A/I | | |
| ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST | For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. | A/I | | |
| | To participate in the on-call rota to answer questions over the phone, including at weekends and on bank holidays. | A/I | | |
| | Full and valid driving license and use of a | A/I | | |

| | | | | |
|--|--------------------------|--|--|--|
| | car during working hours | | | |
|--|--------------------------|--|--|--|

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

| | | | |
|--|--|--|--------------------------------------|
| For Official Use only | | | |
| Job title: | Surveyor / Engineer | Post no: | EB13 |
| Service: | Assets and Property | JE score: | 342 |
| Team: | Property & Engineering | Pay band: | 6 |
| Location: | Mobile worker based at home and also to attend the council offices as required. The Burys Godalming, Surrey GU7 1HR | Position type: (if part time, working pattern) | Full time 37 Hours/ Five day week |
| Competencies: (level 1 – 4) | Communication: | 2 | |
| | Customer Service: | 2 | |
| | Team Working: | 2 | |
| | Managing Self and Others: | 2 | |
| | Can do approach/Results: | 2 | |
| REVIEWED BY: | <i>Nick Laker</i> | DATE: | January 2025 |
| CHECKED IN: | HR | DATE: | |
| LAST UPDATED: | 30 th January 2025 | DATE: | |