

Role Profile and Specification – Trainee Building Surveyor

Service Area	Housing Services
Role Title	Trainee Building Surveyor
Location	Oxted/Agile
Reports to	Senior Building Surveyor
Salary/Grade	TA2
Duration/Hours	37 Hours per week

Service Area Purpose

The Property Services Team ensures that the Council's assets, including the Council's housing stock, wider buildings and its neighbourhoods are safe, clean, and compliant. Sat within the Housing service area, this team are knowledgeable across a broad range of technical disciplines and use their detailed knowledge and/or technical skills for inspecting aspects of the physical environment (housing, car parks, park buildings, trees etc.) recommending/specifying the best course of action. All surveyors will be trained in efficient contract management and will be accountable for the performance and contract delivery.

Job Purpose

- To assist with providing a comprehensive building surveying service to the Council covering all types of property, with a focus on effective, compliant maintenance
- To learn how to undertake the supervision and management of repair and renewal works to property owned by the Council including both Housing Revenue Account, and Corporate owned assets
- To assist in undertaking condition surveys of a wide variety of both residential and non-residential property
- To assist in maintaining robust programmes for ensuring that property is compliant with statutory regulations
- To support the Legal and Estate Management teams in providing building survey and inspection advice in relation to the assessment of contractual liabilities, preparation of schedules of condition, the negotiation of claims and to support the Right to Buy process
- To assist with undertaking audits and inspections of property for a broad range of purposes including energy management and stock condition control

Key Objectives

- To learn how to prepare specifications, drawings and contract documents for a range of repair and maintenance construction works. Schemes to include working drawings and detailed cost estimates
- To learn how to use formal tendering procedures and/or comply with other relevant procurement requirements, analyse tenders and prices submitted and ensure compliance with specification and requirements, evaluate proposals and make recommendations for works
- To learn how to successfully manage contracts for planned and cyclical works. Monitor performance by site visits, liaising and negotiating with contractors, clients and other professionals to ensure contracts are delivered to time, cost constraints, according to CDM requirements and to quality standards. To certify straightforward certificates and orders for payment (within value limits set from time to time)
- To learn how to undertake condition surveys and to help identify and provide estimates of necessary future maintenance requirements. Identify condition and planned maintenance issues in relation to building services and assist in providing advice concerning the further assessment and costing of related requirements
- To undertake building audit work for a range of purposes including assessing the energy performance of buildings and their accessibility for disabled persons
- To support other team members in preparing, implementing and monitoring effective regimes for ensuring compliance with statutory regulations in relation to the Council's property assets
- To have regard at all times to the Council's Customer Service Charter
- To comply with all quality procedures and standards set by the Council and to identify where quality service improvements can be for the benefit of the users of the service
- To ensure that data quality objectives are met
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with policies and procedures relating to Health and Safety within the Council
- To support equality and diversity objectives of the Council in both the delivery of services and in the treatment of staff. To maintain an awareness and understanding of equal opportunity policies and incorporate their implementation into work activities and in the context of understanding others behavioural, physical, social and welfare needs
- To comply with the policies and processes of Tandridge District Council
- To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description

- This job description will be subject to regular review, to reflect corporate priorities

Specific Responsibilities

- To support the Property Services team with the day-to-day management of planned and cyclical maintenance programmes
- To gain knowledge and experience of the property services service area and gain knowledge of the surveying role as a whole
- To work toward a recognised qualification in an area of work undertaken by the Property Services team.

Person specification

Qualifications / Education

Essential	Desirable
• Relevant professional experience in one or more of the areas of work covered by the Property Services Team • Educated to GCSE level or equivalent experience • A UK driving Licence and access to vehicle	• Educated to degree-level or equivalent relevant professional qualifications and/ or equivalent experience

Experience

Essential	Desirable
• Experience of applying knowledge to a varied range of complex processes involved in Community Surveying • Experience working out in the community making site visits • Providing technical advice to enable cohesive case work	• An awareness of contract management • Experience of representing the Council at external meetings

Key Skills and Knowledge

Essential	Desirable
• Able to interpret information/situations to resolve more complex problems using creative thinking • Some knowledge of a wide range of complex processes involved in Community surveying or facilities management • Understanding of the underpinning legislative/regulatory/technical context for the wide range of work within Community Surveying • Inter-personal skills and proven ability to deal effectively with customers and to remain calm in contentious and difficult situations • Able to perform efficiently and effectively under pressure • Understanding of the broad requirements of the data protection principles. • A commitment to equality and diversity.	• Experience of working in a local authority environment or ability to demonstrate familiarity with property/ construction issues that are specific to the public sector • An awareness of the Housing Health and Safety Rating System • An awareness of the Control of Asbestos at Work Regulations • An awareness of leasehold legislation e.g. Section 20 Consultation • An awareness of Health and Safety legislation (e.g. CDM Regulations, Working at Height Regulations, Regulatory Reform (Fire Safety) Order etc.) related to the building industry