

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: Corporate Resources	SERVICE GROUP: Built Environment
POST TITLE: Building Surveyor (Condition)	REPORTS TO: Senior Building Surveyor
GRADE: PO1	SAP POSITION NUMBER : 50061795

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

Responsible for the condition surveying, inspection, testing of all the Council operational properties within their area of responsibility.

To carry out the Council's responsibilities for condition surveys, inspections, testing, recording repairs, maintenance and modifications.

Working closely with Senior Officers/Management both in this and other Department's to be responsible for ensure that Buildings are surveyed, maintained, and/or modified to the highest possible standards consistent with the level of finance available and due regard being paid to Legislation, Council Policies, Statutory Regulations and Standing Orders.

Main Responsibilities of Post:

To advise on the planned preventative maintenance contracts and controls of the budgets.

To plan and manage approved condition surveying projects to completion on time and within budgets including tender documentation and analysis, design and specifications, financial valuations, programming and quality control.

To make recommendations to the Senior Building Surveyor and Senior Buildings Officer in connection with the financial allocation and policies regarding building condition matters.

To liaise with Building Custodians/Managers and assist them in the preparation of building maintenance plans and budgets.

To survey/inspect both internally and externally properties/buildings/ (necessitating the use of suspension cradle gear). And report on all aspects of condition and/or maintenance work, including assessing and advising on works in accordance with the Council's Contract Standard Orders. Record details of design faults/failures. Prepare reports and make recommendations for feedback to Management and Clients.

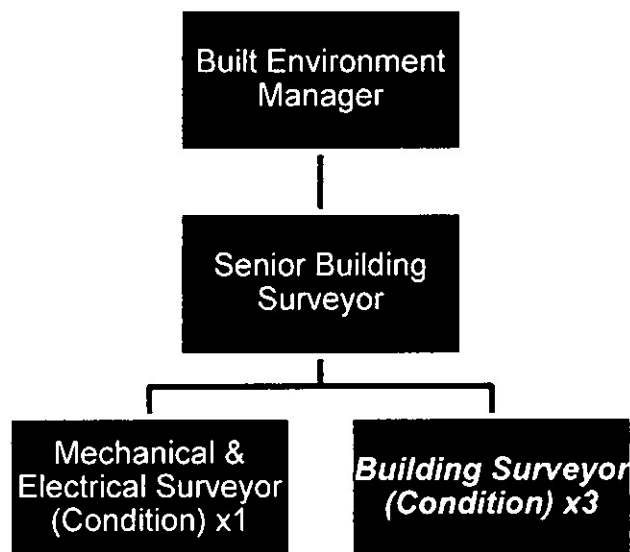
To assist in the development of refurbishment/maintenance policies and the monitoring, co-ordination and control of refurbishment/maintenance works within the area of responsibility including ensuring effective preventative measures are undertaken to secure the Council's operational estate and all guarantees requested are passed to the relevant Department.

To keep up to date with new technology, developments, techniques, pricing structures and provide technical expertise and procedural advice to Technical & Contract Services Management and employees

Liaise with colleagues within the Service and in other Departments of the Council, Statutory Authorities including Crime Prevention Officers with regard to security requirements of the Council's operational estate providing statements and representing the Service at Court as required.

To ensure that where appropriate Quality Assurance accreditation, policies and procedures are relevant, reviewed regularly, implemented, and complied with.

Structure:



Special Knowledge Requirement: Essential for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	X
Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas Building Control, Planning, Listed Buildings.	X
Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and/or other areas of work Legislations	X
Uses a range of specialist ICT systems across own work area and or across other areas of work, CAD, Revit, MS Project, NBS,	
Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team.	X
Uses, interprets, analyses, communicates complex numerical information.	
Types of building contracts e.g. JCT etc.	
CDM Regulations, Health and Safety, COSHH etc.	X

Competency Based Job Profile

Relevant experience requirement: Essential for shortlisting
Minimum 3 years' experience as a Building Surveyor/Projects Manager
or 5 years relevant experience in a Building Maintenance/Management related post.
Experienced in Specification Preparation & Tender Documentation and Procurement
Relevant professional qualifications requirement: Essential for shortlisting
HNC/D qualification in Building related subject or equivalent
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

Competency Based Job Profile

Working Conditions:

Reasonably active for climbing scaffolds and onto/ into roofs, ducts, floor voids etc.

Able to wear appropriate personal protective equipment.

Must be able to work evenings, weekends and bank holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment where appropriate, in accordance with the Disability Discrimination Act 1995.

Special Conditions:

DBS Check

Occupational Health Check.

Be able to work at heights and in confined spaces.

Must have a current full driving licence and be appropriately insured (e.g. Business Use)

**Compiled by: Jamie
Booth**

**Grade Assessment
Date:**

Post Grade: PO1

Date: 25/04/23