



## Job Description

<b>Job Title:</b>	Graduate Building Surveyor
<b>Team/Service:</b>	Property Services
<b>Responsible To:</b>	Principal Building Surveyor
<b>Salary Grade:</b>	Grade F
<b>JE Reference:</b>	TDA142

### 1. Key Purpose of Job

- 1.1. To assist in providing effective and efficient professional support in the field of Building Surveying.
- 1.2. To work alongside the Building Surveyors in the repairs and maintenance of buildings, preparation of building surveys, CAD drawings and supervision of minor repairs. Supervision of contractors and other related services in buildings and public spaces.
- 1.3. To provide help and support on the project management of schemes or developments undertaken by TDA, from inception through construction to completion so that they are delivered to the agreed specification, on time and within budget.

### 2. Anticipated Outcomes of Post

- 2.1. To gain experience and develop so that eventually you will become self-sufficient and undertake your own projects and the accepted duties of a professional building surveyor.

### 3. List Key Duties and accountabilities of the post

- 3.1. Assisting the Building Surveyors and other members of Property Services in designing, specifying, preparing contract documents, evaluating tenders, letting contracts, and supervising building works undertaken by appointed contractors.
- 3.2. Undertaking surveys, condition surveys and feasibility studies, and preparing reports and cost estimates for minor works.
- 3.3. Keeping abreast of current legislation, working in collaboration with the surveyors and engineers in taking appropriate measures regarding health and safety, carbon reduction technology, COSHH, Building Regulations, Planning and the CDM Regulations pollution of the environment, etc.

- 3.4. Working alongside surveyors and engineers in liaising with Architects, Building Surveyors, Contract Managers, Mechanical and Electrical Engineers and Clerks of Works in respect of relevant projects both internal and external (via framework agreements).
- 3.5. Liaising with statutory undertakers e.g. utility suppliers and other individuals or bodies affected by works.
- 3.6. Preparing draft reports and dealing with help calls, queries and correspondence from Clients and other bodies, etc.
- 3.7. Preparing reports including recommended actions and budget costings for Clients on proposals within any area of the section's work.
- 3.8. To comply with Standing Orders, Financial Regulations, Statutory Obligations, and other relevant provisions.
- 3.9. Undertaking reasonable out-of-hours working as required.
- 3.10. Responsible for the day-to-day maintenance of health and safety standards with the support of managers and the required training.

#### **4. Give examples of the typical types of problems and decisions the post will be required to make**

- 4.1. To gain experience in working to limited timescales, prioritising expenditure from limited budgets for repairs and maintenance ensuring compliance with health and safety legislation and statutory compliance.
- 4.2. Preparation of drawings, specifications and tender documentation with the support and guidance of the surveyors. Preparing documents for submitting Planning and Building Control applications.
- 4.3. To assist in the resolution of reactive repairs and maintenance issues. Diagnosing problems and identifying remedial works and providing initial cost estimates.
- 4.4. When undertaking condition surveys under supervision. To decide upon condition and priority grades for elements in all blocks identified within a school using the condition rating (A-D) and priority (1-4) grades. The condition grade A represents 'good' and D represents 'bad'. The priority rating 1 represents 'requires immediate replacement or remedial action' and 4 represents 'requiring replacement in more than 5 years.'

#### **5. Budgetary / Financial Responsibilities of the post**

- 5.1. To work alongside surveyors, assisting in controlling works in progress, keeping detailed records, including costs, and negotiating and settling final accounts.
- 5.2. To assist in the planning and organisation programmed maintenance and reactive maintenance and keeping appropriate records and maintaining cost control.

#### **6. Supervision / Line Management Responsibilities of the post**

- 6.1. There are no supervisory or line management responsibilities.

#### **7. Working Environment & Conditions of the post**

7.1 Office environment with some elements of on-site work which will include meetings with tenants and clients and undertaking conditions survey. The post holder can be called out of the office at short notice.

## **8. Physical Demands of the post**

8.1 post holder expected to be able to climb scaffolding and/or ladders to access areas of buildings not visible from the ground such as roofs, roof spaces, etc. as part of a condition survey.

## **9. Specific Resources used by the post**

9.1. None.

## **10. Key Contacts and Relationships**

### **10.1. External**

To collaborate with colleagues in liaising with Clients as required for individual projects and to suit each Client's need. Including Clients, Contractors and Members of the public.

Torbay Council including councillors as required to achieve outputs as required by Clients.

### **10.2. Internal**

Working with and supporting colleagues in Liaising with each Client as required for individual schemes and to suit each Clients need.

Working closely with colleagues within Property Services Group and with staff at all levels within TDA.

## **11. Other Duties**

To undertake additional duties as required, commensurate with the level of the job.

## **Other Information**

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The TDA adopts Torbay Council's Smoke-Free Policy and the post-holder is prohibited from smoking in any corporate buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.
- d) The post-holder must comply with health and safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Tor Hill House, but the post holder may be required to move their base to any other location within TDA offices at a future date.
- f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be considered when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.



## Personal Specification

### **Note for Candidate**

#### **All Candidates**

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

#### **Candidates who consider that they have a disability**

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



## Personal Specification

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<b>Essential Skills and Effectiveness:</b>	<b>Desirable Skills and Effectiveness:</b>
<ol style="list-style-type: none"> <li>1. Effective interpersonal skills including communication and listening skills</li> <li>2. To gain experience in learning to work to deadlines and targets.</li> <li>3. Learn to effectively organise and adapt workload to changing circumstances and priorities.</li> <li>4. ICT skills including knowledge of all Microsoft packages e.g., Word &amp; Excel</li> <li>5. A willingness to deliver a high-quality service to Clients.</li> <li>6. Customer focussed.</li> <li>7. Self-motivated with an appetite to develop and learn.</li> <li>8. Working as part of a team.</li> <li>9. Ability to analyse and report on common building defects</li> <li>10. Ability to undertake measured surveys of buildings</li> </ol>	<ol style="list-style-type: none"> <li>1. Efficient in the use of AutoCAD.</li> </ol>

<b>Essential Knowledge:</b>	<b>Desirable Knowledge:</b>
<ol style="list-style-type: none"> <li>11. Ability to demonstrate knowledge of modern practice in Building Construction and building surveys.</li> <li>12. An understanding of construction types, methods and maintenance regimes for existing buildings.</li> <li>13. A working knowledge of Planning and Building Regulations.</li> <li>14. An understanding of property life cycles, deleterious and hazardous materials.</li> <li>15. A working knowledge of Statutory Regulations in relation to buildings.</li> </ol>	<ol style="list-style-type: none"> <li>2. Working knowledge of current legislation in construction, notably including general HASAW &amp; the CDM Regulations.</li> <li>3. Health &amp; Safety Knowledge – holding the Construction Skill Certification Scheme (CSCS Card)</li> </ol>

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<b>Essential Experience/Achievements:</b>	<b>Desirable Experience/Achievements:</b>
16. Experience in practical building surveying work either through educational training or work experience	4. Experience in Building Surveying and working in an office environment. 5. Contract administration 6. Prepare schedules of condition

<b>Essential Qualifications/Professional Memberships:</b>	<b>Desirable Qualifications/Professional Memberships:</b>
17. RICS accredited degree in Building Surveying with a minimum 2:2 degree	

<b><u>Essential – Other requirements of the job role</u></b>
<ul style="list-style-type: none"> <li>• Ability to carry out the physical requirements of the role (i.e., accessing scaffolding and/or ladders)</li> <li>• Ability to travel efficiently around Torbay and the /Southwest of England to carry out duties.</li> <li>• Ability to accommodate occasional unsociable hours</li> </ul>