



Ipswich Borough Council Job Description: **A17a**

Building Surveyor

Main Purpose of Job

To provide a comprehensive, high quality, customer focussed service for the effective maintenance and improvement of the housing stock and local environment within legal, financial, quality, time and policy constraints. Ensure compliance with health and safety legislation/regulations.

Main Duties

1. Undertake feasibility studies, provide estimates, prepare drawings, specification and contract documentation for the adaptation, improvement, repair, maintenance, demolition and asbestos removal works.
2. Obtain the necessary statutory approval for agreed projects such as Planning, Building Regulations, Fire Authority, Party Wall Notification, Environmental Health and Health & Safety Executive etc. Compile leaseholder recharge information and complete 'Right to Buy' surveys.
3. Develop supply chain partnering: investigate products and suppliers to ensure the right suppliers, relationship, specification, methods, cost and time are being employed on all projects. This to include life-cycle costing analysis, development of specification of sustainable products and development of partnership approach with suppliers, aiming to improve the overall service provided.
4. Obtain competitive tenders / quotations and place orders with contractors, suppliers and statutory undertakers. Manage all types of programmes and contracts proactively, including chairing meetings and checking work as it proceeds, monitoring and recording delays, site conditions and labour, monitoring and controlling quality, progress, costs and safety. Exercise budgetary control. Check all contract documentation, reporting any errors, discrepancies or concerns. Determine variations, claims and damages. Determine final accounts and deal with all contract administration. Develop 'best value' service improvement initiatives. Develop partnership agreements.

Complete final inspections, liaise with customers to assess their satisfaction and ensure they understand how to use any new facilities. Ensure database information is regularly updated with relevant information.

5. Carry out structural surveys, prepare Schedules of Condition and dilapidation for all Council properties as defined above and for any property or building to be purchased or leased by the Council or affected by works carried out by the Council. Investigate building defects with emphasis on those with structural implications and advise / implement appropriate action. Prepare reports and give professional / technical building surveying advice and training for non-technical staff on building related subjects.
6. Develop and co-ordinate health and safety plans / procedures and training in relation to; maintenance, adaptation and improvement programmes, asbestos strategy, site safety, workplace safety, CDM compliance including CDM Coordinator role.
7. Supervise and support Technical Officers in accordance with Human Resources policies and procedures and management competencies including a positive duty to promote diversity and equal opportunities.
8. Liaise regularly with other teams to ensure any relevant issues are identified and resolved. Head project teams for particular projects including selecting and organising the team and co-ordinating their activities.
9. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Person Specification – A17a

BUILDING SURVEYOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Degree or professional qualification and three years experience of technical and organisational knowledge in building/construction related field	<ul style="list-style-type: none">▪ Membership of Royal Institution of Chartered Surveyors or equivalent	<ul style="list-style-type: none">▪ Application▪ Certificates
Relevant Experience	<ul style="list-style-type: none">▪ Extensive post qualification experience▪ Experience of managing building related projects▪ Working knowledge of disabled adaptations▪ Experience of working on databases and producing spreadsheets▪ Experience of dealing with telephone enquiries and the general public▪ Experience in dealing with tenants, contractors, agencies and other staff.▪ Ability to grasp complex procedures▪ Ability to comprehend complex problems experienced by customers and to give clear and accurate advice	<ul style="list-style-type: none">▪ In-depth knowledge of disability legislation▪ Local Authority or RSL experience▪ Quality assurance training / working experience▪ Knowledge of gas and electrical related regulations▪ Supervisor experience▪ Knowledge of Health and safety at Work Act	<ul style="list-style-type: none">▪ Application▪ Interview
Specialist Knowledge	<ul style="list-style-type: none">▪ Detailed knowledge of current building related legislation and regulations▪ Detailed knowledge of current health and safety legislation	<ul style="list-style-type: none">▪ Competent in the use of CAD	<ul style="list-style-type: none">▪ Application▪ Interview

<p>Personal skills</p>	<ul style="list-style-type: none"> ▪ Appreciation of the need for confidentiality ▪ Ability to carry out work under pressure and to maintain quality of work ▪ Ability to work to deadlines ▪ Proven good communication skills ▪ Proven good record keeping skills 		<ul style="list-style-type: none"> ▪ Application ▪ Interview
<p>Special working conditions</p>	<ul style="list-style-type: none"> ▪ Physically: <ul style="list-style-type: none"> ▪ Able to climb ladders ▪ Able to work outside in all weather conditions 		<ul style="list-style-type: none"> ▪ Application ▪ Interview