



**IPSWICH**  
BOROUGH COUNCIL

Ipswich Borough Council  
Job Description: M17a

**Job Title: Corporate Estate Engineer (Building)**

**Main Purpose Of Job**

Reporting to the Corporate Estate Manager (R & M) to provide a comprehensive, high quality, client focussed service for the effective maintenance and improvement of the operational property portfolio within legal, financial, quality, time and policy constraints. Ensure compliance with health and safety legislation/regulations and provide a single point of contact for building managers for technical matters.

**Main Duties**

1. Head project teams for construction projects including selecting, organising and managing the team of consultants and contractors and co-ordinating their programme activities, assist the CEM (R & M) in the delivery of the department's Service Improvement plan.
2. Undertake, check and produce technical feasibility studies, provide budgetary estimates, prepare drawings, specification and contract documentation for the adaptation, refurbishment, repair and maintenance of corporate property portfolio (using where required technical engineering equipment).
3. Obtain the necessary statutory approvals for approved projects such as Planning, Building Regulations, Health & Safety Executive etc.
4. Life-cycle costing analysis, development of specification of sustainable products and development of partnership approach with suppliers, aiming to improve the overall service provided.
5. Obtain competitive tenders / quotations and place orders with contractors, suppliers and statutory undertakers in accordance with Contract and Financial standing orders. Manage contracts proactively, checking work as it proceeds, monitoring and recording delays, site conditions and labour, monitoring and controlling quality, progress, costs and safety. Exercise budgetary control (including variations, claims damages and final accounts) and deal with all contract administration. Develop 'best value' service improvement initiatives. Complete final inspections, liaise with clients to assess their satisfaction and ensure they understand how to use any new facilities
6. Investigate property engineering defects and advise / implement appropriate action (including outside of normal working hours). Prepare reports, surveys &

schedules and give professional / technical engineering / surveying advice being the Council's single point of contact for the corporate estate.

7. Develop and co-ordinate health and safety plans / procedures in relation to; maintenance, site safety, workplace safety, CDM compliance to protect building users, employees and the general public.
8. Provide technical advice to the Head of Major Capital Schemes for the production of various Council policies and processes.
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.



## PERSON SPECIFICATION

### Corporate Estate Engineer (Building)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Knowledge/Qualifications</b>	<p>Degree in an engineering/surveying related field, or a relevant professional qualification in a technical field, or demonstrable equivalent experience (minimum 5 years).</p> <p>Have CIOB / RICS/ RIBA professional membership, or equivalent or be actively working towards it</p> <p>Mechanical, electrical engineering, building surveying practices. Contract/or management Detailed asbestos awareness. Knowledge of water and mechanical building services installations e.g. lift maintenance, high pressure water systems, HVAC, large boiler installations, construction techniques and building pathology etc.</p>	<p>IOSH Construction site management experience.</p>	<p>Interview and certificates.</p>
<b>Work related experience, skills and competencies</b>	<p>Contractor / consultant management and engagement. Management and control of legionnaire's disease, CP12 gas testing, LOLER inspections. Air handling systems and air conditioning. Works with minimal supervision, is able to progress technical surveying</p>	<p>Project management of construction contracts on commercial properties. Listed building experience and liaison with Council conservation officer. Surveying reports, life cycle costing. Computer aided design development skills.</p>	<p>Certificates. Scenario based assesment. Interview.</p>

	<p>projects and provide recommendations to CEM/HOS on technical matters.</p> <p>Experience of running multiple projects at same time. Full working knowledge of construction site safety and CDM regulations.</p> <p>Experience of management and control of budgets, as required.</p>		
<b>Personal skills</b>	<p>Proactive.</p> <p>Results focussed.</p> <p>Quality driven</p> <p>Excellent communicator with all levels on such matters as advice on construction regulations.</p>	<p>Able to effectively manage client officer expectations.</p> <p>Analytical problem solver.</p>	<p>Interview.</p> <p>Scenario based assesment.</p>
<b>Special working conditions</b>	<p>Working at height, confined spaces and uncomfortable conditions. Ability to work on construction sites in all weathers and conditions.</p> <p>Current driving license.</p> <p>Out of normal hours working.</p>		<p>Interview</p>