



Ipswich Borough Council Job Description: **O16**

Fire Safety Surveyor

Main Purpose of Job

To act as a Duty Holder under the Fires Safety Order and provide a comprehensive, high quality, customer focussed service with specific focus on fire safety of the housing stock within legal, financial, quality, time and policy constraints. Ensure compliance with Building Safety/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. As an expert in Fire Safety for the Council's housing stock, under the supervision of the Fire Safety Manager and Principal Duty Holder, to act as the Duty Holder and fulfil those duties as defined in the legislation as delegated by the Responsible Person.
3. To develop individual fire strategies appropriate to the purpose of a buildings use
4. To undertake Fire Risk Assessments in a timely manner, and all actions identified therein are appropriately allocated and completed to a high standard and recorded as such to maintain a safe environment for all residents and visitors.
5. To undertake fire related compliance tasks (not exhaustive) indicated below at regular intervals, and to provide clear, appropriate information and instruction (and training where necessary) to assist others, to ensure competency, when undertaking tasks / testing / inspections and to record the outcome and action any deficiencies.
 - Quarterly and monthly fire door inspections
 - Fire alarm testing
 - Emergency lighting checks
 - Fire risk assessments
 - Fire escape checks
 - Maintenance and checking of Firefighting equipment.
 - Sprinkler systems
 - Assessment of vulnerable tenants by way of PEEPS
 - Resident engagement
 - Educate and refine processes across the housing directorate.

- Operate a permit to work process (to control future works or repairs at schemes to prevent detriment to improvements made)
6. To work with all M&C teams, other Service Areas within the Council and external stakeholders so that a “Golden Thread” of information is held, maintained and available relating to fire safety, and to ensure compliance with the Building Safety Act.
 7. To assist with delivering fire safety improvements across the Council's housing estate, with a current budget of around £10m in line with financial regulations and contract standing orders.
 8. To support the Fire Safety Manager in managing and monitor the programme and performance of the Council's appointed multi-disciplinary fire safety consultancy contract and a major works contracts.
 9. To liaise with Suffolk Fire and Rescue Service, and to provide all documentation and evidence to support fire audits, to attend fire safety audits and follow up on all actions to remove the threat of enforcement action.
 10. To support the Fire Safety Manager in implementing the Corporate Fire Safety Policy, individual site-specific fire strategies for each of the Councils' 15 sheltered schemes and 4 Homeless Families Units, and an overarching fire strategy for low rise general needs flat blocks.
 11. Support the Fire Safety Manager in implementing a tenant engagement and consultation strategy and effective communications including liaising with stakeholders (including SFRS), and regularly reporting performance to CMT and Senior Councillors (including presentations).
 12. During and beyond the fire improvement programme, maintain fire safety in line with legislation, ensuring all improvements are sustainable long term for the Council. This includes maintaining a “Permit to Work” scheme for all works to communal areas and lines of fire compartmentation.
 13. 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.
 14. Obtain competitive tenders / quotations and place orders with contractors, suppliers and statutory undertakers. Manage all types of programmes and contracts proactively, including charring 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.
 15. Carry out building surveys, prepare risk assessments, 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 particular emphasis to fire safety and advise / implement appropriate action. Prepare reports and give professional / technical building surveying advice and training for non-technical staff on building related subjects.
 16. Develop and co-ordinate fire strategies / health and safety plans / procedures and training in relation to; fire safety maintenance, improvement programmes, asbestos strategy, site safety, workplace safety, CDM compliance including CDM Coordinator role.

17. Operate all duties in accordance with Human Resources policies and procedures and management competencies including a positive duty to promote diversity and equal opportunities.
18. Liaise regularly with other teams to ensure any relevant fire safety issues are identified and resolved. Head project teams for particular projects including selecting and organising the team and co-ordinating their activities.
19. 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 –
FIRE SAFETY SURVEYOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Degree or professional qualification and three years experience of technical and organisational knowledge in building / construction / fire safety related field	▪ Membership of Royal Institution of Chartered Surveyors or equivalent ▪ IFE Level 3 Certificate in Fire Safety ▪ NEBOSH Certificate in Fire Safety	▪ Application ▪ Certificates
Relevant Experience	▪ Extensive post qualification experience ▪ Experience of managing building related projects ▪ Experience of managing fire safety risks in residential properties ▪ 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	▪ In-depth knowledge Fire Safety legislation ▪ Local Authority or RSL experience ▪ Quality assurance training / working experience ▪ Knowledge of gas and electrical related regulations ▪ Contract Supervisor experience ▪ Knowledge of Health and safety at Work Act	▪ Application ▪ Interview
Specialist Knowledge	▪ Detailed knowledge of current fire safety related legislation and regulations to domestic and residential properties ▪ Detailed knowledge of current health and safety legislation	▪ Competent in the use of CAD	▪ Application ▪ Interview

Personal skills	▪ Appreciation of the need for confidentiality ▪ Ability to carry out work under pressure and to maintain quality of work		▪ Application ▪ Interview
------------------------	--	--	--

Personal Skills cont.../	▪ Ability to work to deadlines ▪ Proven good communication skills ▪ Proven good record keeping skills		
Special working conditions	▪ Physically: ▪ Able to climb ladders ▪ Able to work outside in all weather conditions		▪ Application ▪ Interview