

Rutland County Council

Job Description

Job Title:	Buildings Surveyor
Grade:	Scale SO2 - £29,055 to £30,756
Department:	Places
Team:	Property Services
Line Manager:	Senior Buildings Surveyor

Purpose of the Job:

To manage a portfolio of property, including project managing repairs, maintenance and improvement works to ensure that they support the Council's objectives.

Key responsibilities:

- Manage a portfolio of properties to ensure it complies with all statutory requirements including Health and Safety, Inspections and Construction Design and Management Regulations.
- Project manage capital, repair, maintenance and improvement works from inception to completion ensuring all statutory requirements are met. This will include issuing instructions, commissioning suppliers (contractors, designers and specialists) and managing the delivery of feasibility and options studies.
- Development and costing of Forward Maintenance Registers for the allocated portfolio.
- Undertake duties of the client as defined by the Construction Design and Management Regulations
- Prepare briefs and instruct other parties as required on works to support the property portfolio
- Provide professional and technical support across the team
- Manage the portfolio and projects within agreed budgets, providing regular updates and reports to management
- Provide information as required by the public and external organisations regarding land, buildings and utilities within the property portfolio
- Participate in the Out of hours response callout service' in line with the agreed rota



This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications	Professional qualification to HNC/HND level (or equivalent experience) in a construction related discipline
Experience	Proven building, project management and surveying experience Financial/budget management Experience of using AutoCAD
Knowledge	Knowledge of relevant statutory requirements and the Construction Design and Management Regulations
Skills	Able to develop and build effective working relationships with customers and stakeholders Personal and professional credibility and a high level of probity and integrity. Able to work under pressure and to strict deadlines Effective communication skills, both written and oral Able to work independently Able to organise and prioritise own workload. Sufficient IT skills to work with spreadsheets, database and e-mail
Values	To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values. Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. Highly motivated and robust under pressure. Mobile and able to work from various locations.

