

CANDIDATE SPECIFICATION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Building Surveyor
REFERENCE NO:	COM860
SALARY SCALE:	Scale 6/S01 (scp 21-29) £30,825 to £37,336 per annum (Progression Arrangements apply)
HOURS OF WORK:	37 Hours Per Week
POST NO:	D120
SERVICE AREA:	Surveying And General Works Section
RESPONSIBLE TO:	Principal Surveyor
RESPONSIBLE FOR:	-
JOB PURPOSE:	To assist with the maintenance and repair of the Council's Public building stock and the upkeep of the council's property condition register. To provide architectural / building surveying services for capital and revenue projects and to be the section's lead officer for DFG adaptations.

KEY RESULT AREAS:

- To assist with the development and supervision of repair and maintenance contracts in respect of all Council owned buildings.
- To monitor and report on budgets relating to the repair and maintenance of public buildings and to advise of any variations and anomalies.
- To liaise with other relevant departments in respect of all matters relating to the repair, maintenance and improvement of public buildings.
- To provide architectural services in connection with the extension, alteration and refurbishment of Council owned buildings.
- To be responsible for the preparation of deed plans and structural surveys in connection with the disposal of Council-owned land and buildings.
- To provide project management services in connection with lottery bids and other grant-assisted projects.
- To prepare Committee reports as and when requested.

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- To provide out of hours emergency cover for repairs to Council properties.
- Carry out regular inspections of work on site, carry out defect inspections once works are completed on all Council owned properties; acting as Clerk of Works on capital schemes.
- To be responsible for CDM regulations on all construction projects acting as CDM Co-ordinator producing relevant health and safety documentation to comply with CDM statutory duties.
- To act as deputy to the Responsible Person in relation to the Legionella Control.
- To act as the deputy to the Responsible Person in relation to the management of asbestos materials.
- To be the department's lead officer for the adaptations in relation to the Disabled Facility Grants (and other funding sources as applicable) from inception to practical completion including, planning considerations, building control, design and project management.
- To ensure that the fire detection systems for Council Properties are appropriate and effective.
- To ensure that the out-of-hours security systems for Council building are effective and that access through alarms systems and security doors is limited to appropriate and essential use only, updating alarm zones, panels, codes and key issues as required.
- To be the Responsible Person for the Equality Act 2010 and in particular to manage disabled access to Council Properties.
- To assist in managing the Council's energy requirements and assist with the monitoring of energy use.
- To complete daily records about work undertaken.
- To undertake appropriate training required to carry out the duties of the post and enhance personal development.
- To participate in the Council's risk assessment procedure.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities, health and safety, standards of dress and behaviour.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Progression Arrangements for Building Surveyor

There is an exam bar applicable to this post, which means that advancement from Scale 6 to SO1 is dependent on the criteria outlined below.

Scale 6 – (HNC/ HND or GNVQ). In related subject e.g. Surveying / Civil, Mechanical or Electrical Engineering / Construction. Appropriate grade membership of the RICS/CIOB with the aim of achieving professional competence (APC).

SO1 - BSc (Hons) arising from a course accredited by the Royal Institution Of Chartered Surveyors (RICS) or Chartered Institute of Building (CIOB). In related subject e.g. Surveying / Civil Engineering / Construction.

Minimum of 5 years practical experience in construction related role Appropriate grade membership of the (RICS/CIOB) with the aim of achieving professional competence (APC).

Please note: It is the post holder's responsibility to apply and move through the progression arrangements for the post.

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Scale 6:- HNC/ HND or GNVQ). In related subject e.g. Surveying / Civil, Mechanical or Electrical Engineering / Construction.		Application Form/ Qualification Certificate
Scale SO1:- BSc (Hons) arising from a course accredited by the Royal Institution Of Chartered Surveyors (RICS) or Chartered Institute of Building (CIOB).		Application Form/ Qualification Certificate
Full UK driving licence plus access to a car for work purposes.		Application Form/ Interview
	Appropriate grade membership of the RICS/CIOB.	Application Form
Experience		
Project Management and contract administration using JCT Minor works & Intermediate works.		Application Form/ Interview
Supervision of Contractors.		Application Form/ Interview
Financial Management of projects through application of estimated and committed costed techniques.		Application Form/ Interview
Undertaking a variety of building surveys (e.g. condition / planned maintenance programmes) in commercial environment, including compiling and issuing reports.		Application Form/ Interview
	Previous employment in Local Government with experience of procurement methods.	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
	Experience of working as part of a multidisciplinary team on small to medium sized projects.	Application Form/ Interview
	Experience of co-ordinating facilities management in a range of property types.	Application Form/ Interview
Skills/Knowledge		
A comprehensive technical knowledge of building defects and the association remedies.		Application Form/ Interview
A comprehensive understanding of construction and the ability to design and specify refurbishments and extensions.		Application Form/ Interview
Accomplished IT user to include CAD, Microsoft office (inc development, application & management of databases).		Application Form/ Interview
The ability to manage small projects from inception to practical completion.		Application Form/ Interview
	A thorough working knowledge of the impact and requirements of building control, planning and listed building consent on project management of small to medium sized schemes.	Application Form/ Interview
	The ability to work constructively and proactively as part of a wider team in a professional manner.	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
The commitment to achieve the RICS/CIOB assessment of professional competence (APC).		Application Form/ Interview
	Recognition of customer values with a willingness to identify, develop and deliver an added value to the service provided to in house clients and the wider organisation.	Application Form/ Interview
	The ability to think in a logical, controlled and methodical manner in relation to technical issues.	Application Form/ Interview
	The ability to think creatively where resources are limited.	Application Form/ Interview