

JOB DESCRIPTION
Building Surveyor
Vacancy Ref: A2086

Job Title:	Building Surveyor	Present Grade: 7P
Department/ College:	Facilities	
Directly responsible to:	Principal Building Surveyor	
Supervisory responsibility for:	N/A	
Other contacts Internal: Facilities and Professional Services colleagues. Estates development and operations teams, academics, university internal working or similar groups, Health Safety and Compliance managers External: Regulatory Bodies, contractors and consultants as required		
<p>Facilities Estates Operations is responsible for the strategic and operational management of engineering infrastructure and built environment assets of the university, ensuring these are safe, compliant and well maintained in support of life cycle replacement and investment across the Estate.</p> <p>The Role Reporting to the Principal Building Surveyor you will act as the operational technical authority on all building fabric related compliance and maintenance matters as part of long term and life cycle replacement, adaptation and refurbishment projects across the university estate.</p> <p>To undertake the surveying of existing buildings to determine condition, functional suitability and maintainability of installations, identify and confirm required work specifications are completed to recognised industry standards.</p> <p>Responsible for the delivery of small works project requests to a high standard, on programme and budget with minimal disruption by proactive liaison with university staff, designers, contractors and external statutory bodies.</p> <p>The post-holder will act as the Competent Person in relation to campus accessibility and compliance with the Equality Act, Building Regulations and best practice requirements.</p> <p>Main Duties and Responsibilities:</p> <p>Health and Safety</p> <ul style="list-style-type: none">• Ensure all building fabric construction designs meet current technical standards, Building Regulatory requirements and are carried out in accordance with the Construction (Design and Management) Regulations 2015 and maintain/ co-ordinate robust related records.• Review pre-construction information, construction phase plans, risk assessments and method statements and health and safety files.• Coordinate health and safety with the contractor, project manager, user and university Estates Safety and Compliance Team, arranging site visits, safety induction and inspections as required.• Engagement and cooperation with external regulatory bodies such as Local Authority Building Control Officers, Fire Officers, Insurance and Health and Safety Executive Inspectors.• Enforce the university Contractor Health and Safety - Code of Practice and issue associated punitive action where needed.• Ensure robust processes are in place and responsibility for issuing permits to work and access authorisation to contractors for pre-determined high risk and hazardous work activity and locations• Interface with Estate Operations colleagues and Users in relation to planned system isolations and shutdowns during the project.		

- Assist the Safety and Compliance Manager with the review and audit, where required, of the University asbestos management plan, asbestos removal and containment work risk assessments, method statements, plans of work and liaise with appointed asbestos consultants and specialist licenced contractors.

Planning, Organisation, Leadership and Decision Making

- Project management and delivery of small adaptation, alteration and refurbishment projects.
- Prioritise and programme own workload to flexibly deliver work to project and customer requirements.
- Produce building construction / fabric specifications and complete and administer invitations to tender in relation to maintenance repair, refurbishment projects.
- Scrutinise designs and proposals from architects, designers and engineers, and compatibility with Operational Estates Team and User requirements.
- Ensure designers are advised on the practical aspects of building construction installations to ensure that operational practicalities and lessons learned are appropriately considered.
- Prepare estimates, obtain and assess quotations, monitor works and undertake required contract management.
- Interpret complex construction data and suitably tailor its communication to a variety of construction and non- construction professionals.
- Utilise project management and associated software as necessary in the management and organization of specific schedules of work.
- Provision of reports and monitoring of contractor performance via regular site updates on progress, delays, drawings & instructions received.
- Check the content and relevance of project Operation and Maintenance Manuals meet university requirements.
- Offer operational support and professional advice as the Technical Authority on all building fabric related compliance and maintenance matters to the estates operational maintenance teams, identifying underlying reactive maintenance issues requiring long term and life cycle replacement, adaptation and refurbishment intervention.
- Ensure the all project commissioning and handover documentation comply with University procedures (FMAP 42) and the asset management register is updated as part of the project handover and close out stage.
- Key input into Post Occupancy or Handover Evaluation workshops.
- Fully support and contribute to the requirements of Government Soft Landing principals.
- Carry out regular periodic risk based building condition surveys to ensure accurate records are updated to assist in the planning and prioritization of a five-year Maintenance Investment Programme (MIP) of long term maintenance investment.
- As the Competent Person (Campus Accessibility) attend meetings and undertake regular periodic access audits to ensure accurate records are kept and campus accessibility is prioritized as part of a rolling programme of maintenance investment.
- Take the lead role in the identification, prioritisation and delivery of a cyclical campus wide painting and internal finishes programme.

Performance and Customer Service

- Provide professional building fabric project services to internal clients and stakeholders and place the customer at the heart of service delivery to improve the customer project delivery experience.
- Develop and maintain close working relationships with all colleagues across Facilities Directorate, Professional Services, Customers and University generally.
- Support the Facilities Division Customer Service Excellence Programme.
- Attendance at project meetings and issue technical representations on behalf of the Project Manager, users and the university.
- Pro-actively identify and give Senior Management early notice of any building fabric, project issues, delays or lack of quality or workmanship which will have a tangible negative impact on end user/customer perception or satisfaction.
- Respond to workload and changing or competing priorities by carrying out the role in a flexible manner being responsive to unplanned or emergency situations.

- Ensure continuing professional development by taking active steps to identify training and vocational opportunities and participate in the professional development review process.

Financial

- Knowledge of project budgets, procurement and financial processes in accordance with current regulations.
- Responsible for project budgetary control and provide regular financial reports as required.
- Assessment of completed works to ensure proper and timely processing of payments to contractors, consultants and other suppliers.
- Undertake the procurement and management of external consultants and service providers in accordance with the University's financial regulations.

General Duties

- Adhere to the university's policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- To support the university carbon, sustainability and environmental strategic plans in order to reduce its waste, energy consumption and carbon footprint.
- Agree to undertake such other reasonable and relevant duties commensurate with the grade as may be assigned by your direct line manager.

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.