

Post title	Condition Surveyor (Mechanical/Electrical Services)
Division / Section	Property and Facilities Management
Service Area	Resources
Responsible To	Strategic Asset Improvement Manager
Number of post holders	2
Acting up/ Secondment	No

Purpose of Job

The post holder will be a technical expert, responsible for assisting the Strategic Asset Improvement Manager in assessing the condition of mechanical/electrical services in buildings across the City of Edinburgh Council's operational estate, identifying and making recommendations for improvement, contributing to the minimisation of Health & Safety risks and improvement of property performance, providing a comprehensive service to the highest professional standards on all related aspects of the Council's Asset Management Works capital programme.

MAJOR TASKS/JOB ACTIVITIES

The post holder will be a key member of a team responsible for reducing Health & Safety risks through identification and implementation of an asset management works capital programme.

Assist the Strategic Asset Improvement Manager in developing the Condition Survey Team.

Assist in development of new policies and procedures for strategic asset management.

Provide professional advice on complex technical issues relative to mechanical/electrical services defects via visual inspection and preparation of condition survey reports and recommendations.

Analyse existing records on operational property mechanical/electrical services condition.

Together with fellow members of the Condition Survey Team, prepare a 5 year cyclical programme of condition surveys and assume lead responsibility for delivery of an allocated portion of surveys on time and in accordance with Scottish Government Core Facts methodology.

Provide the Head of Strategic Asset Planning, the Council and its Chief Officers with professional and technical advice on all matters relative to the condition of Council property mechanical/electrical services as and when required.

Record the results of condition surveys on the CAFM system, make recommendations, cost the repairs and replacement required to address the issues identified in line with best practice in lifecycle asset management within available financial resources.

Provide input and advice to the Senior Capital Works Manager and Building Procurement Team during preparation of project briefs.

Assist the overall strategic asset management process by recording and monitoring changes in the Core Facts Condition rating of property mechanical/electrical assets for Scottish Government submission and assisting with Suitability assessments if required.

Contribute to development of a set of operational processes and procedures in line with asset management best practice, Council standing orders, policies and customer care standards.

Ensure that service objectives are met and that all risks to performance are identified, assessed and reported to the Strategic Asset Improvement Manager.

Support overall asset management planning and support the preparation of revenue and capital plans Subject to the approval of senior managers, support the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups

Support the Council's democratic process, including Executive committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

Supervision and Management of People

(Numbers and type of staff)

The post will have no formal people management responsibilities.

When organising condition surveys and recording asset data for CAFM, the postholder will liaise with and manage external professional consultants.

Creativity and Innovation

Contribute to the design and introduction of new systems to ensure that the Council's highest corporate risk relative to building condition is effectively and efficiently addressed.

Use creative thinking, knowledge and experience when exploring the cause of building services defects and identification of sustainable and affordable solutions on a lifecycle basis.

Option appraisal and value management techniques will be integral to every recommendation on building fabric improvement.

The solutions recommended by the post holder require their prior assessment of the social, economic and environmental impact of available options.

Creatively use innovations in IT software and hardware to improve processes for knowledge management relative to property condition and general asset management. This will include the use of cloud based applications and communication systems.

Contacts and Relationships

Contacts will relate to the development and delivery of Capital Asset Planning and as such will have a wider ranging impact on other council departments, policy, budgets and service direction.

There will be extensive liaison with Management and a wide range of both CEC internal and external stakeholders.

The post may include representing the Council at mediation, arbitration in relation to construction matters.

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

The post will work with other internal departments and a range of external bodies and will require the post-holder to build strong working relationships.

The post holder will contact with service users in a way to diffuse concerns about a perceived high risk area.

The post will also provide expert advice and guidance to the senior management of the Department.

Decisions (Discretion)

The post holder will have discretion on deciding the significance of a building services defect and what action is required to address it.

Much of the work of the post holder will relate to addressing the Council's top corporate risk of building condition failure. Discretion is therefore required when arranging, recording, undertaking and reporting condition surveys to ensure that no undue alarm is caused to building occupiers and their relatives.

The post holder may be required to assist in the commissioning and monitoring performance of external consultants on investigations relative to the structural integrity of operational buildings.

Required to provide and consider appropriate advice at professional level in operational decision making.

Decisions will be made on appropriate guidance to staff and interpretation of legislation policy and strategy and in compliance with relevant statutory duties, financial targets, performance targets, procurement rules, technical standards and financial regulations.

Responsible for delivering service within budget, on time, to agreed standards, that will require making decisions on budgets, product standards and contractors. Refer to the Strategic Asset Improvement Manager to review progress against agreed objectives and seek advice on complex or unusual issues.

Decisions (Consequences)

The post holder will be required to assist in developing and introducing a set of operational processes and procedures in line with best practice in corporate asset management, CEC standing orders, policies and customer care standards.

The decisions made in the course of the job will impact on the management of Health & Safety across the CEC operational estate. Not only will the decisions impact on the quality of asset management but also on the Financial, Reputational, Operational and Compliance risks of the Council.

Compliance with statutory duties and legislation, delivering services within budgets and business plans, tenant and customer satisfaction, staff and contractor safety and security will all be impacted by the decisions made by the post holder.

Failure to make the right decision could have serious health and safety reputational risk in the event of a building failure.

Resources

The post holder will have responsibility to undertake surveys and audits of many projects, varying in size and complexity, carried out by external contractors and in house service delivery teams.

Environment – Work Demands

The post holder will be required to operate effectively in a dynamic environment. The demands of best value, partnership working and local governance arrangements will impact on the complexity of this post.

Manage often opposing views and priorities to ensure a balanced and customer-focussed approach is taken while meeting the regulatory obligations and the strategic aims of the Council.

Environment – Physical

Primarily on-site, as required in a building services maintenance and construction environment. Accessing buildings including hard to reach 10% spaces.

Environment – Working conditions

Site based in all weather conditions in a building maintenance and construction environment.

The post holder will spend a significant part of their time on site in all weather conditions, which may have a requirement for extended periods of exposure to noise 5%, and regularly working from scaffolds 5% or at heights 10%.

Environment – Work Context

Will require access all areas of a building through a variety of methods including external access equipment such as scaffolds and mobile access platforms all within a properly risk assessed environment complying with health and safety and Council guidelines and policy.

Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. Health and safety guidelines with risk assessments should be adhered to when conducting site visits. Operate in accordance with the Council's Lone Working policy.

Knowledge and Skills

The post holder should be degree qualified in a relevant professional Building Services discipline and have relevant experience in an asset management environment. In exceptional cases this requirement may be satisfied through relevant experience and demonstrated competence. They should hold, or be working toward, a membership of a relevant professional body, such as MRICS or MCIQB.

The post holder should have experience of working in a commercially aware environment and have a sound knowledge of public sector operations and procedures.

Evidence of continuing professional development in their professional discipline is essential and a broad understanding of current issues in local government is desired.

Hold a valid CSCS card (visitor) and have working knowledge of Health and Safety legislation

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.