

POST TITLE	Fabric Surveyor
DIRECTORATE	Operational Services
SERVICE	Facilities Management
RESPONSIBLE TO	Maintenance Manager, Minor Works Manager & Compliance Manager
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	N.A

PURPOSE OF JOB

To ensure that all building fabric maintenance, to the Council's Non-Housing Corporate Property Estate is properly identified, procured, commissioned and managed, prioritised on health and safety, so that the required services are correctly delivered and provide the best value solution for the Council.

To manage the said maintenance services within budgets while ensuring that the Council is compliant with all its statutory, standing order and best practice requirements.

To performance manage the supplier quality and value delivery and the associated customer relationships including analyse and report on all aspects of property fabric condition maintenance.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Collect, collate and analyse property condition and service information for maintenance and budgetary planning prioritised on health and safety and statutory compliance.
- Defect identification and cause rectification including managing making safe and subsequent making good works. Identify best maintenance solutions, scope requirements including necessary permissions and ensure rectification.
- Maintenance contracts procurement, programming and budget management including all works order approvals, monitoring and subsequent invoice certification.
- Inspect and performance monitor the standard of building fabric maintenance services to ensure the required quality, finance and compliance standards are met and maintained.
- Supervise work assigned to Technical Officers and monitor work allocation to ensure diligent output.
- Provide technical building maintenance direction, support and advice to, and regularly consult with, P&FM staff, property managers/users and suppliers.
- Manage, from inception to completion, minor projects relating to building fabric including the preparation of briefs, specifications, tender documentation, reports and financial management to deliver a quality minor works maintenance project.
- Act as Project Manager/Team Leader on any maintenance or new build projects as appropriate when directed.

- As required by the CDM regulations, act as Principal Designer on all projects were appointed as such.
- Liaise with FM Managers and building occupiers to ensure that smooth on-site operations are delivered with minimum disruption to service provision whilst maximising productivity.
- In the event of emergencies or urgent incidents, the post holder must take personal ownership, manage and put in place immediate actions to mitigate any health and safety and/or service delivery risks.
- Ensure and maintain strong lines of communications with senior managers, corporate contact centre, corporate health and safety and client department representatives.
- Identify opportunities for continual improvement in maintenance practices and operations, assist in identifying opportunities to reduce operating costs and improve service levels for contracted services.
- Regularly (weekly) reporting to line management on, and interpreting performance management information against, statutory indicators and other professional standards, legal requirements etc.
- Attend internal and external meetings to present reports and other information. Extensive (weekly) contact with clients and building users and occasionally, with professional bodies such as the H&SE.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

The post holder will be responsible for assisting in the successful delivery of the Technical Operations Service within a challenging and ever-changing environment subject to budget and service pressures and often with conflicting deadlines.

Requirement to work out with standard hours when the situation so demands to ensure the service is not exposed to risk. Environmental – Physical Work will be required in an office or meeting environment with regular onsite visits in all weather conditions, which may have a requirement for extended periods of exposure to noise, dirt, dust, etc, and regularly work from scaffolds (20% of time), in confined spaces (such as attics or basements – 30% of time), manual handling duties (5% of time) or at heights (20% of time). This is expected to be split 25% of time in office or meetings and 75% of time on site visits.

The post holder should have a good working knowledge of Health and Safety legislation and how it relates to their day-to-day duties. They should also be able to carry out dynamic risk assessments for themselves to ensure their own personnel safety is maintained at all times.

Environmental – Working Conditions The post holder will spend periods of time working at desk and working on site which will require travel between corporate properties on a regular basis.

The post holder will be required to visit properties in various stages of construction or when occupied.

The post holder must be aware of health and safety requirements for themselves and others Environmental – Work Context.

The post holder must be able to deal with suppliers, customers and colleagues under pressure and/or in challenging environments.

The post holder must be able to act sensitively, emphasise and understand conflicting requirements, and be aware of the implications of decisions on the audience, service users and the council.

The post holder will spend periods of time sitting in open plan office where a desk share policy is in operation. Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. The post holder may require access to 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 assessed environment complying with health and safety and Council guidelines and policy.

Operate in accordance with the Council's Lone Working Policy.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

The post holder will be professionally qualified to Degree standard with full membership of a relevant professional body.

The post holder will be experienced in fabric maintenance service delivery working in a commercially aware environment and will be proficient in managing budgets and navigating change in large organisation. Project management experience as well as knowledge of health and safety legislative requirements is also essential.

The post holder must have knowledge of health and safety legislative requirements, project management, risk identification and management and performance monitoring. Must have good planning, analytical and decision-making skills and the ability to take ownership to ensure contracts/projects are delivered in compliance, on time and on budget.

Strong interpersonal skills and a proven individual and team performance at a high level are required.

Full clean driving licence preferred.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

The post will be responsible for the line management of up to 2 team members and will be expected to manage internal and external contractors providing either maintenance services or new build/renovation/refurbishment projects. The post will also liaise with and manage external professional consultants. The post holder will work closely with the other C&FM staff to provide an integrated service and take responsibility for the co-ordination and provision of all property related services

RESOURCES

The post holder shall work with and assist their Manager in prioritisation/spend of circa £8 million annual budget. Approval and subsequent work checking/authorisation of works orders for building fabric repairs. Contracted services (internal and external provision) – Framework/term contracts Service Level Agreements and tendered projects. The post holder will also have line management responsibility for up to two Fabric Support Officers.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and

Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).