

POST TITLE	ASSISTANT SURVEYOR
DIRECTORATE	PLACE
SERVICE	HOUSING & HOMELESSNESS
RESPONSIBLE TO	SURVEYING TEAM LEADER/SURVEYOR
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To carry out a range of duties supporting senior officers in the delivery of major capital investment programmes. To provide a high quality effective and well managed customer focused service to Council tenants, homeowners and the wider community. Support the delivery of safe, energy efficient, well maintained and managed housing which serves the city's housing needs.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Support the delivery of major programmes of investment works to agreed costs, time scales and standards ensuring that the services are aligned with national policy, the City Housing Strategy and compliance with legislation and regulations.
- Maintain professional standards relating to design and pricing throughout the service's capital and maintenance programmes.
- Assist in developing and processing reports for senior officers Council Committees and other bodies.
- Support the relationship between the Council and homeowners in ex-Council properties in progressing Council led investment programmes.
- Undertake site inspections to monitor the level of work required whilst ensuring compliance with relevant legislation.
- Liaise with other Council functions and external agencies and statutory bodies.
- Prepare tender reports, contract award letters and check variations to contracts.
- Upload all contract documents to Public Scotland Contracts – Tender System.
- Attend pre-start, progress and on site meetings with contractors to report on performance and progress.

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

- Under the direction of the surveying team leader, prepare tender reports ensuring compliance with statutory requirements.
- Interpret problems in a flexible manner to suggest creative solutions within recognised procedures.
- Interpret building related information for straightforward projects from paper and electronic technical drawings.
- Communicate and work with building and quantity surveyors, other professional staff, members of the public and other statutory and bodies.
- The range of duties holder to possess a BSC in a building related subject, or an equivalent qualification, or knowledge and skills in building/quantity surveying or construction to the extent that they can deliver the operational services and projects within the Capital Investment Team .
- Have good numeracy, IT and communication skills and can write tender/technical reports and letters.
- Decision making in respect of all aspects of building work including advising on alternative solutions.
- Assist in the reporting of investigations into all aspects of building work.
- Support the delivery of the service within budget, on time and agreed standards.

- Attend contract management meetings and liaise with procured contractors and consultants.
- Assist in the verification of major projects as directed by the surveying team leader.

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

- Manage your own time to meet changing deadlines and re-balance conflicting priorities whilst working to key performance indicators and to liaise with the surveying team leader if any difficulties arise with timescales or operational and technical duties.
- The work involves normal office duties (70%) and some inspection work on construction sites (30%) including walking and standing for periods of time. Site activities involve working at heights, inspecting confined spaces and there will be exposure to moderate inclement weather and heat.
- The duties of the post mean that hazardous materials and potentially dangerous constructions are encountered when investigating building defects or visiting construction sites:
 - Moderate inclement weather and heat. (10%)
 - Working or accessing confined spaces. (10%)
 - Wearing PPE. (50%)
 - Inspecting confined spaces e.g. attic areas and excavations (10%).

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

- No direct responsibility for supervising staff.

RESOURCES

- Responsibility for the security of Council vehicles, specialist equipment and information systems.

HEALTH AND SAFETY

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.

Lines 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](#).