



**Regeneration & Community Services
Community Services Division**

Post Title	Building Surveyor (Property Maintenance)		
Post Number	BG14084	Grade	8
Base	Agile Worker	Hours	37
Car User Allowance	Yes	Disclosure	Yes
Contact	Matt Stone – Assistant Team Manager (Building Assets) 07811 357791	Updated	October 2024
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Assistant Team Manager (Building Assets)

Responsible for: The delivery of minor works projects, plus reactive and planned maintenance on local authority buildings in Blaenau Gwent.

Principal Accountabilities

1. Delivering minor works and small capital projects specific to Building Assets properties at various portfolios within the Authority (e.g. Education, Regeneration & Corporate Landlord etc.). This will involve working closely with clients, contractors and other various technical teams.
2. Delivering projects in accordance with all relevant legislations, (e.g. Asbestos, CDM, Planning, Building Regulations, Procurement etc).
3. Preparing documents for tender, which include CAD drawings, pre-construction information, scope of works etc.
4. Lead on minor works and capital projects specific to Building Assets at new and refurbished properties at various portfolios within the Authority (e.g Education, Social Services, Regeneration etc.). This will involve working closely with clients, contractors and other various technical teams.

5. Carry out Building Surveys including preparation of drawings / specifications for minor works projects.
6. Assist with the development of the Division's expertise in planned and reactive maintenance procedures regarding properties within the Authority.
7. Assist on the development of the Division's expertise in all aspects of statutory testing in order to implement a testing regime, so that the Authority meets its statutory requirements.
8. Place relevant orders to comply with Authorities Procurement Tendering Policy.
9. Work closely with DLO section / Building Facilities Officers & H&S Officers with regards to minor and reactive works
10. Implement the Division's responsibilities for Health & Safety.
11. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
12. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
13. To undertake any other duties that may be required from time to time, by Management.

Person Specification – Non Managerial

1. Qualifications & experience

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience:-					
Applicants should possess a recognised qualification in Building Surveying (Property Maintenance) to HNC/HND level or above, (and/or an associated equivalent qualification), plus demonstrable property maintenance / building surveying and construction site experience.	Essential	✓	✓		✓
Knowledge and demonstrable experience in taking the lead role in property maintenance, minor works projects, reactive and planned works on buildings.	Essential	✓	✓		
Knowledge and demonstrable experience of operating in line with current building legislation. (e.g. Asbestos, CDM, Planning, Building Regulations, etc).	Essential	✓	✓		✓
Demonstrable experience in carrying out site surveys to establish building faults (e.g. roof leaks, non-compliant structures, asbestos works).	Essential	✓	✓		✓
Knowledge of the tendering process.	Desirable	✓	✓		✓
Fully qualified Building Surveyor and member of an appropriate professional body such as RICS etc.	Desirable	✓	✓		
Ability to use CAD packages such as Vectorworks, Autocad, Revit to prepare drawings	Desirable	✓	✓		✓
Other experience:-					
Experience in the development and implementation of suitable training programmes and CPD seminars on suitable topics related to general building construction, and maintenance issues.	Desirable	✓	✓		
Applicants should possess the asbestos BOHS P402 (or desire to work towards the qualification)	Desirable	✓	✓		✓
Knowledge/Skills:-					
Knowledge of HSG264 and the Control of Asbestos Regulations 2012.	Desirable	✓	✓		✓
Knowledge and demonstrable experience of The Construction (Design & Management) Regulations (CDM 2015).	Essential	✓	✓		✓
Ability to deal with people face to face and over the telephone.	Essential	✓	✓		✓
Good communication skills with good interpersonal, management and delegation skills and be able to work closely with private and public sector organisations.	Essential	✓			✓
Excellent I.T skills including Microsoft Office	Essential	✓	✓		✓
Ability to demonstrate a sound understanding of the process and implementation of property maintenance on buildings.	Essential	✓	✓		✓
Applicants should be enthusiastic and able to work effectively under pressure.	Desirable	✓	✓		
Ability to produce clear, concise project documentation	Desirable	✓	✓		

2. Welsh Language Requirements:- (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements:-	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Candidates should be capable of dealing with people face to face or over the phone.	Essential	✓	✓		
Candidates to be enthusiastic with good communication and interpersonal skills and be able to work closely with colleagues and team members.	Essential	✓	✓		
Ability to show initiative and develop skills through training.	Essential	✓	✓		
Desire to obtain the required BOHS qualifications.	Essential	✓	✓		✓
Driving licence and access to vehicle for work purposes.	Essential	✓	✓		

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary		✓		✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent		✓		✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests		✓		✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓