

## **Job Profile Information: Building Surveyor**

**This supplementary information for Building Surveyor is for guidance for Job Level 4 Zone 2**

### **Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

Making the 5 Camden Ways of Working the foundation of your approach to work, manage reactive repairs, planned maintenance and capital programme works to the property portfolio, ensuring that all health & safety and environmental management issues are addressed.

#### **Example outcomes or objectives that this role will deliver:**

- Take a lead in the process of receiving details of repairs required, assessing the action necessary, diagnosing, specifying and supervising a wide range of repairs, including building fabric, mechanical and electrical services, and also be responsible for initiating and supervising works in respect of Health & Safety, Sustainability and DDA.
- Working as one team, ensure that all works are ordered in accordance with the Council's Contract Standing Orders and Financial Regulations, and internal procedures, and to ensure that proper approval to expenditure is obtained before ordering works, and to prepare reports as required in respect of technical issues and recommend and deliver agreed solutions on time, and to approved budget to high levels of customer service.
- Interpret leases and prepare reports for property managers on tenants' modifications and alterations, providing reports on outstanding repairs under tenants' obligations, and assist in any action taken to ensure compliance with lease terms, building and health & safety regulations.
- Working as one team, ensure the operation, management and supervision of the Council's facilities management contracts seeking better, innovative ways to deliver services including electrical maintenance, fire protection, lift maintenance, air conditioning, heating/ hot water and building repairs.

- Work together with colleagues to identify and co-ordinate priorities for the setting and delivery of the Corporate Capital programme.
- Work as one team to set, maintain, review and update technical standards and procedures for capital, day to day and planned maintenance work across the Property portfolio.

### **People Management Responsibilities:**

The post holder's work has a direct effect on service delivery and significant revenue and capital financial implications ensuring that the Council achieves value for money.

The post holder will have no direct line management responsibility.

The post holder will be expected to embrace the ethos of a self-managed team. The self-managed team is expected to define priorities, set objectives, allocate work strands and manage the workload. The self-managed team will contribute towards sharing and developing knowledge within the team.

### **Relationships;**

Key contacts will include:

- Senior managers and officers across directorates
- Members of the public
- Contractors
- Consultants
- Business tenants

The post holder will be committed to delivery of exceptional customer care to building occupiers and will assist in maintaining close liaisons with building occupiers and commercial tenants, and will continuously seek to improve the quality of services provided.

### **Work Environment:**

The post holder will be required to work in an agile way in line with Camden's move to a paperless and flexible work environment. They will also be required to sometimes work alone in empty properties and out of hours. The job involves working under pressure with the need to specify, monitor, support and audit the work of contractors.

### **Technical Knowledge and Experience:**

#### **Essential:**

- Building Surveying (mechanical or electrical qualification).
- Degree level or equivalent.
- Knowledge and experience of implementing the requirements of Health & Safety and associated legislation, in particular the Health and Safety at Work Act (H&SAWA), EEC directives and CDM regulations.
- Knowledge of pricing works and checking invoices against agreed schedule of rates.
- Diagnosing, specifying and managing repairs/maintenance and capital works.
- Good knowledge and application of a variety of IT packages.
- Effective communication skills including the ability to write reports.
- Knowledge of preparing detailed specifications and budget estimates.
- Experience in managing budgets and maintaining financial control and supervision of JCT Building PPM repair and new works contracts.

#### **Desirable:**

- Knowledge of tenant / landlord and lease obligations.
- Knowledge of environmental management and systems and how they can be implemented within the property management framework.

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

### Chart Structure

