

# Surveyor – Grade 10

## Job purpose

As a surveyor you will support the Team Leader and deliver the operational duties of the service/business area. You will provide technical expertise on all aspects of building maintenance and surveying, including preparation of detailed specifications, planning and monitoring work, and contribute towards the Asset Management Plan.

There are a number of areas within the Surveying function, including Mechanical, Electrical, Specialist Services, Compliance, Quantity Surveying, and Estimating. Surveyors will work within a particular function and will be required to deputise for their line manager and other Surveyors across the Directorate as required.

This role is based within [Growth and Regeneration](#) Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Provide technical expertise on all aspects of building maintenance and surveying, acting as Supervising Officer, and through technical supervision achieve high quality standards in building works and associated services.
- Prepare detailed specifications for allocated projects, undertaking the preparatory, planning and monitoring work necessary to meet the individual requirements of each project or scheme.
- Carry out stock condition surveys and contribute to the development of the Asset Management Plan and Investment Strategy.
- Carry out Professional Estimating and Quantity Surveying functions for a range of contractual agreements from initial receipt of the contract documentation to the submission and agreement of the final accounts.
- Provide specialist expertise and project management of programmes, schemes, contracts, maintenance contracts, and planned maintenance.
- Provide specialist advice in relation structural defects and manage specialist works that are carried out in relation to this.
- Deliver all operational aspects of your relevant service/business area.
- Work collaboratively with your Team Leader and other Surveyors to monitor, analyse, and deliver improvements across all relevant performance indicator areas to increase customer satisfaction.

## Position of job in organisational structure

See specific job focus sheet.

## Employee Specification

See specific job focus sheet.

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours.

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Building Services	Grading ID	19860
Job ID	80102634	Last Updated	4 May 2022
Job Focus	Yes	Career Progression	No

## Contractual Variants

DBS Category	Adults & Children	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		