

Surveyor – Asbestos – Grade 10

Job Focus

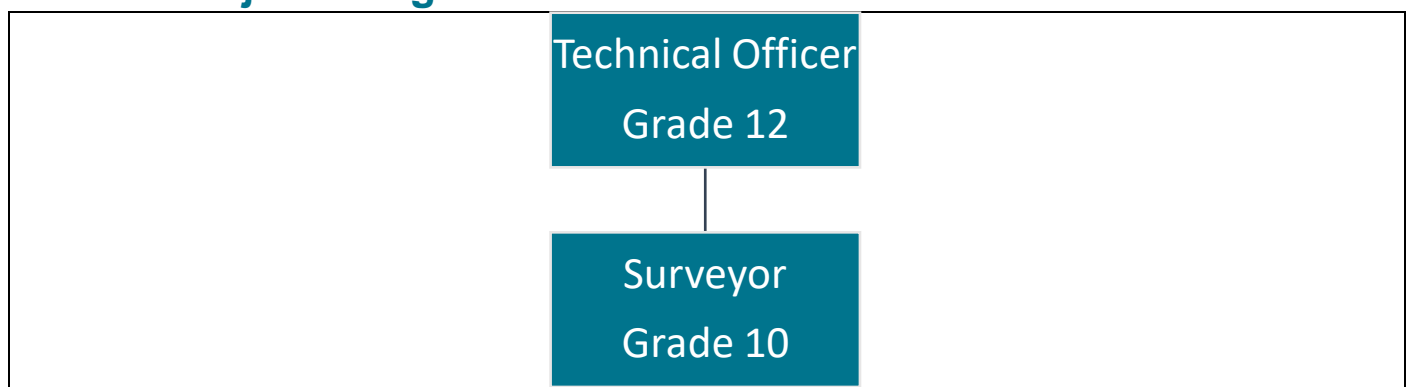
To be read in conjunction with the Surveyor Job Profile which provides the full range of responsibilities across the function.

You will conduct management and refurbishment asbestos surveys, complete reinspection's and oversee asbestos removal works.

Role Description

- Provide technical expertise on all aspects of asbestos surveying and achieve high quality standards in building works and associated services.
- Prepare asbestos reports for surveyed properties, undertaking the preparatory, planning and monitoring work necessary to meet the individual requirements of each project or scheme.
- Carry out management, refurbishment, demolition, and re-inspection asbestos surveys, and contribute to the development of the Asset Management Plan and Investment Strategy.
- Provide asbestos expertise to planned maintenance projects, refurbishment projects, communal areas, and general property stock surveying. Including bulk sampling.
- Deliver all operational aspects of your relevant service/business area.
- Work collaboratively with your Team Leader and the asbestos team to monitor, analyse, and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
- Prepare professional and clearly written communications to colleagues, partners and customers.
- Participate in team service reviews and service planning as required and ensure any arising individual actions are implemented.
- Be a proactive and supportive team player and actively assist others to adapt and cope with change.
- Contribute when required to the development of policies and processes across the organisation to ensure that high quality consistent services are delivered.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
GCSE (or equivalent) Grade 4 (C) or above in English & Maths or equivalent.	Essential
ONC in Building Services related discipline or equivalent or ability to work at this level and willingness to work towards qualification	Desirable
A.C.I.O.B. accreditation or willingness to work towards qualification	Desirable
P402 – Asbestos surveying & bulk sampling	Essential
P405 – Management of asbestos	Desirable
P401/P403/P404/S301/CCP	Desirable
Experience of Construction (Design and Management) Regulations 2015.	Desirable
Experience of Health & Safety at Work Act 1974	Essential
Experience of Control of Asbestos Regulations 2012	Essential
Experience of carrying out management, refurb & demolition asbestos surveys	Essential
Excellent written and verbal communication with the ability to interact effectively and sensitively, in person, via the telephone and in writing with a range of stakeholders, internal and external.	Essential
Demonstrate a proven track record of delivering targets and goals within operational plans.	Essential
Skill and ability to work with partner organisation to achieve common goals.	Essential
Previous experience of data input and maintenance of databases and/or Contact Management Systems.	Essential
Literacy and numeracy to a standard required to maintain accurate records and write high quality communications.	Essential
A good level of computer literacy to interrogate various software packages.	Essential
Knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role.	Essential
Able to work flexibly and be responsive to change in order to improve performance.	Essential
Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results.	Essential
Ability to understand the importance of budgetary control and proactively manage any delegated individual budgets.	Desirable
Willingness to work outside normal office hours should the situation arise (evening meetings, emergency call outs)	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

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		