

Asset Maintenance Condition Officer – Building Fabric Grade 12

Job Category

To be read in conjunction with the Asset Maintenance Condition Officer Job Profile which provides the full range of responsibilities across the function

This role forms part of the Council's Capital Development, Delivery and Technical Services team which comprises specialist functions of: Building Surveying, Building Fabric Surveyor, Condition Surveying, Energy, Asbestos or Services Maintenance.

Role Description

This role requires someone with a strong background in building fabric surveying. In the role you will be undertaking detailed building condition inspections/surveys and providing detailed technical and design specifications and contract documentation for different work packages, managing internal teams, and monitoring external consultants and contractors this along with excellent communication skills and with a proven track record in delivering and managing condition/repair programs and portfolios of projects from inception through to completion.

This role offers an excellent opportunity for those highly motivated individuals with highly developed interpersonal, organisational and negotiation skills, who are prepared to work flexibly and as part of a team, in a high profile and demanding environment, working to tight deadlines, along with good programme and project management experience respective to the role.

You must be able to travel independently to and from locations to attend construction sites or consultant's offices. As part of the role, you may be required to ascend and descend ladders/scaffolding to undertake structural and fabric surveys.

Your duties within the surveying role may include the following:

- Investigations, feasibility studies and condition assessments including cost estimates.
- Production of priority refurbishment programmes including life cycle costs.
- Extension, remodelling and refurbishment of Council Assets.
- Management and coordination of single and multi-disciplinary works.
- Provide technical building knowledge and advice to senior managers, council members, planning and building control officers.
- Carry out reactive and planned maintenance works including responding to emergencies during period of severe weather or as requested from our individual clients.
- Dilapidation surveys and reports for negotiations in line with the Law of Property Act and Landlord and tenant Act.
- Liaison and preparation of documentation in line with Councils statutory bodies ie. Planning and Building Control.
- Preparation of health and safety plans, risk assessments and acting as the construction co-ordinator on all CDM projects.

- Building fabric construction for pitched and flat roofs.
- Preparation of tender documentation including full technical specifications.
- Financial control of all tendered works from initial setup through to final accounts.
- Onsite supervision of internal service areas and private contractors.
- Preparation and use of partnering frameworks.
- Financial control of client's budgets and funding streams.
- Design and Access Statements.
- Term contract management and programming.

Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
A professional or academic qualification that supports and develops the skills and abilities required for Building Fabric Surveyor.	Essential
Advanced theoretical, practical, and procedural knowledge across a specialist area (Building Surveying, Building Fabric Surveyor, Condition Surveying, plus detailed knowledge of the associated organisational policies, practices, and procedures.	Essential
Proven track record of service delivery to an agreed level of performance and standard.	Essential
Team player style of approach, ready to take on any challenge.	Essential
Experience of managing customer expectations.	Essential
Geographic and functional mobility.	Essential
You will be required to participate in an emergency 'out of hours' standby telephone duty system operating on a rota basis and in agreement, participate in a voluntary 'out of hours' emergency call out system operating on a rota basis.	Essential
You will be required you to work flexible hours, including occasional evenings and weekends.	Essential
Accepts medical screening and any other screening appropriate to occupational risk will be required to ensure you are able to carry out physically demanding work including climbing ladders, scaffolding, bending, lifting, and walking for considerable periods.	Essential
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
IT literate and experience of using software packages e.g. word, excel, etc including bespoke packages for example: AutoDesk, NBS, design packages	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	62590
Job ID	80100076	Last Updated	November 2022
Job Focus	Yes	Career Progression	No

Contractual Variants

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