

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE: Building Surveyor / CAD Technician

GRADE: 8

RESPONSIBLE TO: Property and Project Manager

PURPOSE OF POST: To provide professional property management services to the Authority.

Assist the Property and Project Manager and the wider Property team in the delivery of the annual capital construction and refurbishment programme of works. Ensuring projects are completed to agreed timescales, quality and set budgets.

To ensure compliance with all relevant H&S and mandatory requirements across the estate.

MAIN DUTIES AND RESPONSIBILITIES

1. Carry out feasibility studies and measured surveys and produce drawings and specifications for minor construction and refurbishment projects.
2. To prepare and issue invitations for quotations to existing approved contractors or to commission competitive tendering to the market (in liaison with the Procurement Manager), evaluating responses and presenting the results and recommendations to the Property and Project Manager for approval or otherwise.
3. Act as project manager on revenue and capital schemes including liaising with external consultants ranging from M and E, structural engineers and other professionals to deliver WYFRS programme of works.
4. Liaise with external agencies as required to deliver capital schemes, including but not limited to Building Control, Planning and Highways. Compiling and producing information to make applications to statutory authorities in relation to project delivery.
5. Assist the Head of Estates and the Property and Project Manager in the preparation and setting of capital budgets, including the development of business cases.
6. Liaise with the Head of Estates and the Property and Project Manager in establishing a rolling programme of annual inspections to ensure that the property condition surveys are up to date and that planned programmes of work meet the correct priorities.
7. Carry out property inspections both as part of the annual inspection programme and in connection with specific schemes.
8. Carry out contract administration duties under NEC and JCT contracts on capital schemes including project governance and financial forecasting.

9. To ensure Health & Safety standards; performing the customer responsibilities under the Construction, Design and Management Regulations (CDM) as appropriate; and for ensuring compliance by contractors and suppliers with Health & Safety, Environmental and Industry Good Practice requirements.
10. Keep up to date floorplans, sections and elevations following works and working with the FM team update buildings assets and components ensuring maintenance regimes are implemented and up to date.
11. Working with the Property Team and wider organisation to be responsible for the production, implementation and the updating of standard room data sheets pertinent to WYFRS building stock.
12. Contribute and offer expert advice on larger redevelopment programmes of work.
13. Ensure compliance with all relevant Health and Safety Regulations relating to Property management.
14. Prepare concise technical reports and, where appropriate make recommendations in relation to and improvements to the efficient functioning of the buildings/sites.
15. To provide operational cover for other members of the Property Services team during periods of absence or as and when required.
16. Any other duties and responsibilities as requested by your manager that do not change the character and purpose of the post as may be required.

Second area:

17. To Implement and promote the Authority's:
 - a) Health and Safety policies
 - b) Equality and Diversity policies
 - c) Information Security Management System policies
 - d) Safeguarding policies
 - e) Business continuity policy and contingency arrangements
18. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
19. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
20. Responsibility for ensuring any data produced in relation to the post is accurate and current.
21. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
22. Undertake any other duties commensurate with the grade of the post as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience	Essential/ Desirable	Where Identified
1.	Demonstrable experience of delivering construction and refurbishment projects from inception to completion ranging in value from £50k to £1m.	Essential	Application & Selection Process
2.	Significant demonstrable post qualification experience in a Building Surveying role within an environment of comparable scale and complexity.	Essential	Selection Process
3.	Demonstrable experience of administering NEC and JCT forms of contracts.	Essential	Application
4.	Demonstrable experience with public sector contract procedure rule (CPR).	Desirable	Application & Selection Process
5.	Demonstrable experience of consultant and contractor supervision including Clerk of Works duties	Essential	Application
6.	Excellent report and specification writing skills	Essential	Application & Selection Process

	Education and Training	Essential/ Desirable	Where Identified
7.	A minimum of HNC / D construction related qualification, with demonstrable post qualification experience.	Essential	Application
8.	A degree in building surveying and member of a professional body (RICS/CIOB)	Desirable	Application & Selection Process
9.	Prince 2 project management qualification (foundation/practitioner)	Desirable	Application

	Special Knowledge and Skills	Essential/ Desirable	Where Identified
10.	Proficient in the use of AUTOCAD applications with the	Essential	Application

	ability to produce tender and construction issues technical drawings.		& Selection Process
11.	Ability to compose specifications, scope of works and bill of quantities in line with industry standards and legislation.	Essential	Application & Selection Process
12.	Working knowledge of CDM regulations and how to implement on all construction and refurbishment projects.	Essential	Application & Selection Process
13.	Experience of working with internal and external stakeholders, clients and consultants to effectively deliver programmes of work.	Essential	Application & Selection Process
14.	Confident - with well-developed interpersonal and communication skills.	Essential	Application & Selection Process
15.	Ability to manage multiple projects simultaneously in line with public sector project governance procedures and protocols.	Essential	Application & Selection Process
16.	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process only
17.	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process only
18.	Ability to climb ladders and scaffolding to access site works or high-level areas for inspections	Essential	Selection Process only
19.	To hold and maintain a current full UK valid car driving licence	Essential	Application & Selection Process

Signed by;



Richard Young – Head of Estates

Authorised at:

HR Committee 25/03/2022