

# Job Description

Department: Central Services  
Post: Maintenance Surveyor  
Responsible to: Estates Director  
Dated: April 2019



## Purpose of the role

Reporting to the Estates Director, the role holder will be required to use their professional knowledge and experience to determine repair requirements, progress repair works and ensure that works are completed as efficiently as possible.

Work with schools to ensure Health and Safety and Fire compliance, using and monitoring the Trust's estates Management Portal to ensure our schools are safe places to learn and work.

This role provides an opportunity to work on a variety of different types of projects with the full range of stakeholders for an organisation that works every day to provide the very best life chances for the 8000 students we educate every day.

## Responsibilities

- Schedule and carry out visits/surveys to schools to determine repair requirements, prepare and issue specifications of works, prepare drawings, carry out Health and Safety risk assessments, issue repair and maintenance works, ensuring these are completed to the highest standards, including identification of future need.
- Work with schools to ensure Health and Safety and Fire compliance, using and monitoring the Trust's estates Management Portal to ensure our schools are safe and compliant.
- Work with outsourced Health and Safety and Fire Risk assessment teams to ensure all required works in schools are undertaken in a timely manner.
- Prepare tender documentation and manage contract works (including the selection of contractors, the analysis of the returned documentation, health and safety) to specification, budget and standard in accordance with the Trust's financial and contractual requirements.
- Carry out the supervision of operational staff in schools to ensure all works are carried out to the required standard, safely and within budget. Including the management of staff to ensure effective utilisation of all resources.
- Carry out the duties of Principal Designer in accordance with legislation and regulation, for example: Construction Design & Management regs 2015 (CDM regs 2015).
- Receive and respond to school requirements, liaising with school leadership and site teams giving technical advice as necessary.
- Undertake visits to school sites to determine repair requirements, progress repair works and ensure that works are completed as efficiently as possible.
- Progress jobs and monitor feedback, maintain records relating to contractor's jobs, including checking and certifying accounts, preparation of reports, liaison with external consultants/statutory undertakings and analysis of feedback information as required.
- Carry out condition and energy surveys, asbestos surveys, HHSRS surveys when required to ensure that the Trust's asset management system is kept up to date.
- Carry out the management of the works budgets, issuing cost of works estimates, ensure works are completed satisfactorily, authorisation of payment on completion of works.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualification</b>	<p>At least 5 GCSE's or equivalent which must include Maths and English Language.</p> <p>HNC Building construction qualification or equivalent</p>	
<b>Knowledge &amp; Experience</b>	<p>Experience in the supervision of minor building work contracts and responsive maintenance projects</p> <p>Experience in carrying out building surveys and being able to identify structural defects</p> <p>Experience in the supervision of building industry operatives</p> <p>Computer literate with the ability to learn new software systems and procedures</p> <p>Full understanding of construction procedures and methodology in relation to building works regarding both repair and maintenance projects</p> <p>Understanding of health and safety practice</p> <p>Understanding of contract procedure and supervision of repairs and maintenance projects</p> <p>Understanding of the construction (Design and Management) Regulations 2015 (CDM Regs) and Health &amp; Safety issues in the construction industry</p> <p>Ability to carry out surveys and identify defects and identify life expectancy of building elements</p> <p>Ability to produce specifications and schedule of works relating to repairs and maintenance projects</p> <p>Be computer literate with the ability to produce Word documents and Excel spread sheets</p> <p>Full UK driving licence</p>	<p>Understanding of Building regulations</p> <p>Understanding Planning regulations</p> <p>Ability to produce working drawings to support specification of works</p>
<b>Skills and Abilities</b>	<p>Ability to negotiate stairs, ladders, scaffolding, access to roof spaces and areas commensurate with carrying of building surveys and supervision of contracts and labour force</p> <p>Ability to supervise building industry work force (all trades), give clear concise instructions, monitor quality of workmanship, ability to schedule workforce, ensure all works are carried out to the required standard and safely and to a defined budget figure</p> <p>Ability to work independently</p> <p>Strong interpersonal skills</p> <p>Comfortable working as part of a team</p> <p>Be self-motivated and accurate</p> <p>Able to work on your own initiative</p> <p>The ability to prioritise tasks and work under pressure</p> <p>Reliable, punctual and willing to be flexible</p> <p>Willingness to undertake CPD</p> <p>Strong customer service skills</p>	