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| **Post title:** | Maintenance Surveyor |
| **Grade:** | L |
| **Responsible to:** | Property Maintenance Manager |
| **Staff managed:** | None |
| **Directorate:** | Resources |
| **Service:** | Property, Procurement and Commercial |
| **Job family:** | **P&T - Professional & Technical**  |
| **Date of issue:** | March 2024 |

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| Job context |
| * The Council’s Property Service is facing a number of changes arising from the recent adoption of a new Property Strategy including, specifically, new arrangements for the delivery of construction projects and the management of maintenance activity. This post will play an important role in the development of new arrangements for the management of the maintenance function.
* The postholder’s key responsibilities will be in respect of the oversight of maintenance services to the Council’s own portfolio, including schools via the traded service, and to partner organisations
* The post will require that links are established and maintained with a range of stakeholders, including colleagues within the Property Service, Service Directorates, Schools, Partner Organisations, the Council’s Consultants and Contractors.
* The Post will be responsible to the Property Maintenance Officer
* The post will be based at an agreed location in the County although travel will be required to be undertaken around the County.
* The post will either cover Building Surveying or Mechanical and Electrical Surveying.
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| Job purpose | Contribute to the maintenance of the Council’s property portfolio. |
| Operational Management: | * To be responsible to the Property Maintenance Officer for the co-ordination and delivery surveying, and maintenance services to a defined number of establishments
* Surveying establishments to record condition and other issues
* Liaise with establishments / colleagues / contractors to diagnose issues and specify works as required
* To monitor works undertaken by contractors, including through post completion monitoring of repair work, and to take action as required / directed
* To undertake a programme of annual meetings to establishments / schools to review property / condition / risk issues and to provide professional advice as appropriate
* To contribute towards the development of programmes of planned maintenance and compliance works through an awareness of priority issues
* To visit schools to review project proposals and to offer professional advice
* To manage / deliver individual planned maintenance projects as directed
* Supervision of the commissioning and delivery of responsive and preventative maintenance, including liaison with the Health and Safety Risk Management Unit regarding CDM.
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| Resource management: | * Budget responsibility for programmes or individual projects undertaken
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| Partnerships: | * Consultant / contractor contact acting as client for both programmes and individual programmes as identified.
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| Strategic management: | * To contribute, as required, to improving practice to increase efficiency and value for money
* To contribute, as required, to a range of issues within the Property Service, including contractor management / procurement
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| Communications: | * Represent the Directorate at Working Groups as requested
* Assess the property implications of project proposals that are made by schools
* Represent the Council at meetings with Schools, partner organisations or other clients as required
* Represent the Council at meetings with consultants and / or contractors as required
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| Systems and information: | * Required to work with a number of systems including the Asset Management System (Concerto), financial systems and Traded Services
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| Safeguarding: | * To work with colleagues and others to maintain the safeguarding of children and vulnerable adults as appropriate within the working environment.
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| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience* In depth knowledge of building construction, operation, maintenance procedures and contracts
* Knowledge of current guidance and legislation with respect to planning
* Knowledge of statutory requirements, including requirements in respect of relevant Health and Safety, including the CDM regulations
* Knowledge of CAD
* Experience in a, building surveyor, project management, property management, client or contracting organisation / service
* Experience in any or all of the following, brief development, project appraisal, feasibility and sketch design work in respect of construction or planned maintenance works
* Experience of working with multi-functional professional teams
* Experience of procurement, design and risk strategies to suit a wide range of project and programme requirements
* Experience of the design and management of construction projects, including acting as client representative and / or experience of the management or commissioning of maintenance activities
* Experience of budgetary control
* Experience of the co-ordination of works of consultants and contractors
* Experience of procurement of contractors and contract management
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| Occupational SkillsAnalytical Skills* Breaks information into component parts to identify trends and projections.

Decision Making Skills* Ability to make effective decisions and sound professional judgements and to be accountable for those decisions and judgements.

Budget Management Skills* Co-ordinates, monitors and reviews the use of financial resources.

Contract Management Skills* Able to effectively evaluate and challenge to ensure efficient and effective services through the development of existing and creation of new contracts.

Resilience* Effectively copes with conflicting and complex demands. Able to achieve objectives despite complex setbacks and challenges.

Persuading, Influencing and Negotiation Skills* You confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations.

Project Working Skills* Able to effectively manage the delivery of projects using appropriate project planning techniques.

Risk Management Skills* Responsible for risk management within the Service Area.
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| Behaviours * [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0)
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| Professional Qualifications* Qualified to degree standard, preferably with a recognised (part or working towards) professional qualification (registered architect, RIBA, RICS, MCIOB, etc), or have substantial experience in a comparable role
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| Other Requirements* Ability to travel across the County
* Ability to attend meetings outside of normal business hours
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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
* As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.