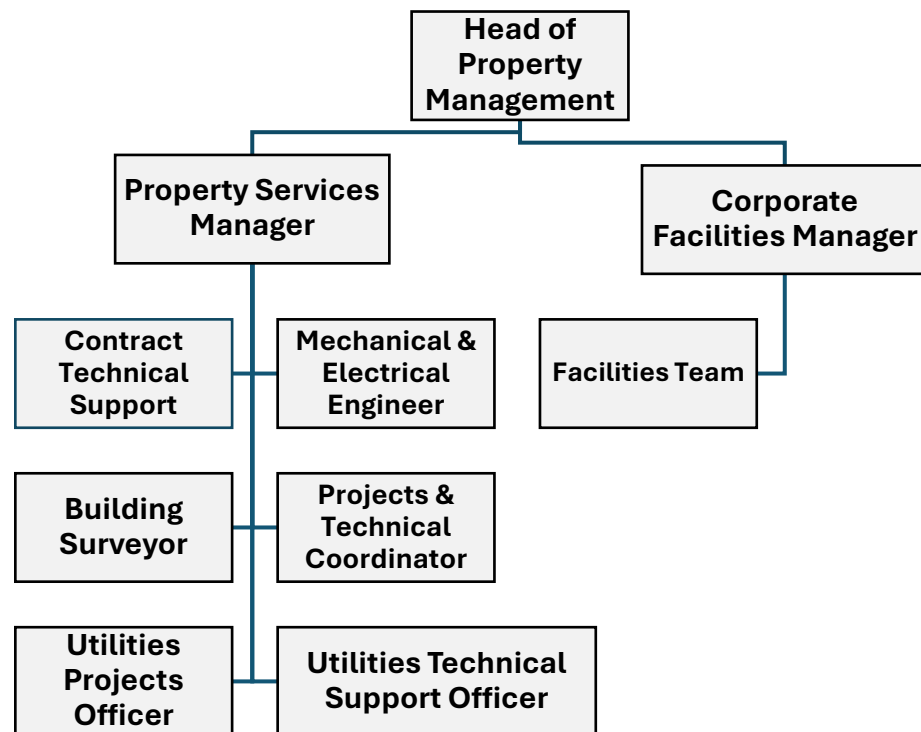
 WOKINGHAM BOROUGH COUNCIL	Job Description			Job Reference
Job Title	Building Surveyor			
Service	Commercial Property Resources & Assets	Team	Property Management	
Location	Civic Offices, Wokingham / SMART working			
Reports to	Property Services Manager			
Responsible for	No line management responsibility			
Grade	Type of position:			Date
Grade 9	Permanent Full time			July 2025
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>				
<u>Service Purpose</u>				
<p>The purpose of the Commercial Property service is to professionally manage the Council’s property assets, ensuring we have a fit-for-purpose portfolio which meets the Council’s strategic objectives and service & customer needs and delivers Value for Money.</p> <p>The key objectives of the Service are:</p> <ol style="list-style-type: none">1. To be the central corporate resource responsible for the management of all Council property assets, utilising the Corporate Landlord Model2. To manage and develop a multi-functional portfolio of assets which meets our statutory landlord obligations and statutory service needs and strategic outcomes, including working towards carbon neutrality3. Ensuring the property portfolio achieves Value for Money, by generating a positive financial return and/or by reducing the financial burden of maintaining the property portfolio4. Ensure the service has the key skills and resources, including data intelligence, to meet identified needs				
<u>Purpose of the role</u>				
<p>To manage the programme of property condition surveys and manage the delivery of capital building projects, ensuring building compliance with Health & Safety and legislation requirements. Contribute to the provision of a professional Property Services technical advice service to internal and external customers.</p>				

<u>Main Accountabilities</u>	
1.	Manage the programme of property condition surveys for the corporate property portfolio and from these surveys, identify and recommend priority works for the yearly planned programme.
2.	Project manage and deliver small capital projects (up to circa £500,000 value) associated with the planned programme of works, including any identified building fabric works and asbestos remedial works throughout WBC portfolio of corporate (excluding housing) and commercial assets.
3.	Carry out site visits and investigate building defects with emphasis on those with structural implications and advise/implement appropriate action.
4.	Obtain competitive quotes and place orders with contractors, suppliers and statutory bodies as appropriate. Manage all work proactively including carrying out regular progress and quality checks. Monitor and record any delays and carry out final inspections to ensure job is completed to customer satisfaction and offers value for money
5.	Ensure best practise is adopted by all contractors and consultants with respect to health & safety legislation.
6.	Ensure that council properties (excluding housing) are maintained to a set standard by undertaking reactive pre and post inspections ensuring the council is fulfilling its statutory and contractual repair obligations.
7.	Update the central property management software system with programmed condition survey outcomes and planned works
8.	Working with the Property Services Manager and utilities SMEs, establish and deliver projects within the longer-term programme for energy & sustainability investment and initiatives to the Council's property portfolio, to ensure compliance with legislative requirements and the Council's Asset Management Plan and Climate Emergency Action Plan
9.	Assist the Property Services Manager with the management of the Term Maintenance contract including checking the quality of workmanship and the associated costs are in line with the agreed contract rates. Regularly monitor contractor's standards and performance. Attend contractor review meetings as required. Assist the Property Services Manager with the re-tendering as required.
10.	Contribute to discussions and provide advice at the design stage of new major developments and major repairs programmes, particularly on materials to be used, in order to minimise future maintenance liabilities for the Authority.
11.	Act as the local authority's principal representative providing a professional service when visiting all corporate buildings and schools and providing guidance and technical advice to staff and management, Head teachers and Business Managers on building related compliance issues including asbestos and fire legislation.
12.	Provide non-technical staff and customers with technical support on repair problems. Provide advice on technical matters as requested, ensuring that this is followed up with on-going support if necessary.
13.	Provide emergency support/advise and response to all our sites, which includes on site communications and resolution to resolve issues.
Supervision Received	This post reports to the Property Services Manager

	Supervision is via regular 1:1 sessions and management meetings. Supervision for general guidance.
Supervision Given	No line management responsibilities
Contacts & Working Relationships	<p>Post holder has a key role in establishing and managing of the Corporate Landlord Model, including internal negotiations and workings with services.</p> <p>The post holder has a key role in facilitating and maintaining constructive relationships with consultants and contractors.</p> <p>The post holder has a key role in facilitating and maintaining constructive relationships with Headteachers, Site Managers and Building Managers within the council's property portfolio.</p>
Management of resources or budget	Project management of planned project works of circa £350K / Annum
Special Factors	<p>The post holder should be able attend sites within Wokingham Borough on a reactive basis (within 4 hours of a call-out), including for emergency out-of-hours call outs.</p> <p>The post holder could work hybrid (at the Council offices or remotely) when not required to be on-site.</p>

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Appropriate professional qualification (i.e. CIOB/RICS)	Membership of relevant professional body
	HNC/degree or equivalent Buildings Studies	
	BOHS – P405 Asbestos Management in Building (training provided)	
	Fire Risk Assessment Training	
		CDM training
Technical Skills	Essential	Desirable
	A good knowledge of IT is essential, particularly computer programmes for controlling and planning works.	
	Working knowledge of Health & Safety legislation.	
	Working knowledge of CDM legislation and associated implementation of proposed works	
	Ability to react to local issues and manage change and conflict	
	A high level of organisational skills with the ability to work under pressure.	
	Good attention to detail and prioritising skills.	
Knowledge	Essential	Desirable
	A good understanding of Construction Health and Safety Regulations	

	Working knowledge of CDM legislation and associated implementation of proposed works	
	Ability to build effective working relationships with people at all levels across the organisation and externally.	
Experience		
	Experience of managing contractors and knowledge of current contract management methods.	Previous experience in running a Measured Term Maintenance Contract.
	Proven track record of seeing projects through from start to finish and reporting on project progress with minimum supervision.	
		Ability to influence the decision-making processes with reasoned technical knowledge and challenge.
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	Experience within the construction industry gained with a public or large private organisation	
	Appropriate financial and budgetary control experience	
Other	Essential	Desirable
	The post holder should be able attend sites within Wokingham Borough on a reactive basis (within 4 hours of a call-out), including for emergency out-of-hours call outs.	
Completed by:	Sarah Morgan	July 2025

	Service Director – Commercial Property	
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