

Job Description

POST TITLE	Technical Surveyor	POST NO:	PF1204
SERVICE UNIT	Property & Facilities Management	GRADE:	12
JOB EVALUATION	A2160	JOB FAMILY	If applicable
RESPONSIBLE TO:	FM Team Leader		
RESPONSIBLE FOR:	None		
LOCATION	Parker Lane Offices	STATUS	Staff

Job Purpose

Responsible for delivering planned & reactive maintenance and capital funded projects.

Main Duties and Responsibilities:

- To provide an exemplary professional service to ensure that properties are effectively and efficiently maintained, repaired, adapted, improved or replaced, in accordance with client requirements, good practice, legislative and statutory requirements.
- Day to day management of reactive works
- To deliver projects from inception through to completion including production of detailed drawings, Planning and Building Control submissions, schedules of work, tendering and contract administration.
- To provide periodic progress reports and highlight/escalate project slippage to both internal and external stakeholders
- To develop and maintain effective working relationships with all internal/external staff and managers to ensure customer needs are properly understood and met or exceeded
- To manage contractors safely and ensure work is carried out in accordance with the CDM Regulations and other associated health and safety legislation.
- To undertake Stock Condition Surveys on Council assets across the Borough
- To attend and present at requested meetings where necessary to review costs, explain necessity of works and to ensure clear concise information is provided for decision making
- To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

- To attend training identified as necessary to undertake current and future job requirements

Nature of Contacts and Relationships

- Client representatives, Service Managers and project officers
- External clients
- Contractors, consultants and sub-consultants
- Statutory Undertakers
- End users – including the public, tenants and householders.

Responsibilities for Supervision

- Contractors and Suppliers.
- To assist the Lead in developing and managing staff, graduate and trainee team members

Responsibilities for Finance

- To understand and comply to the clients' contract procedure rules, financial regulations, budgets and funding streams
- To be commercially and financially aware
- To assist in management of client budgets

Work Environment

Hybrid working - Office & Home based (3/2). Site visits at various locations across the borough.

Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Stephen Wells

Date: July 2025

Postholder:

Date of issue:

Person Specification

POST : Technical Surveyor	GRADE: 12
DIRECTORATE : Operations	POST NO: PF1204

Selection Criteria	Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. Degree / HNC equivalent in a building/construction discipline preferable	D	A/C
2. Associate Membership of the Royal Institution of Chartered Surveyors or recognised equivalent.	D	A/C
EXPERIENCE		
3. At least 5 years-experience dealing with work of a similar nature within facilities management	E	A/I
4. Successfully managed major projects works from inception to completion	E	A/I
5. Experience of working in a Local Authority	D	A/I
SKILLS AND COMPETENCIES		
6. Good interpersonal skills are required for dealing with a range of customers	E	I
7. Budget management and quote negotiation	E	A/I
8. Managing contractors safely	E	A/I
9. Knowledge of the Civica Property Management system to raise and monitor reactive repairs	D	A/I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
10. Up to date knowledge of Health and Safety systems, Health and Safety at Work Regulations, codes of practice, the Construction Design and Management regulations and industry standards	E	A/I
11. Must be able to access difficult spaces, e.g. lofts and manholes, as well as having to work on difficult site terrain and in inclement weather conditions	E	I
12. Working knowledge of Microsoft packages including Excel and Word	E	A/I
13. Working knowledge of AutoCAD LT and ability to produce detailed drawings	E	A/I
14. Effective report writing and presentations skills – internal and to client	E	A/I
15. Ability to deal with customers and colleagues effectively on a daily basis	E	A/I
16. Ability to manage personal workload, conflicting priorities and deadlines	E	A/I
17. Able to work on own initiative	E	A/I
18. A current valid driving licence and use of a vehicle for business purposes	E	A/I
19. Strong communication skills with experience working in a client focused environment	E	A/I

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework