

Job Description

POST TITLE	Project Building Surveyor	POST NO:	PF1202
SERVICE UNIT	Property & Facilities Management	GRADE:	12
JOB EVALUATION	-	JOB FAMILY	Facilities Management
RESPONSIBLE TO:	Facilities Management Team Leader		
RESPONSIBLE FOR:	None		
LOCATION	Parker Lane Office	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 good practice and 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 manage contractors safely and ensure work is carried out in accordance with the CDM Regulations and other associated health and safety legislation.
- 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
Responsibilities for Finance • To understand and comply with contract procedure rules, financial regulations, budgets and funding streams
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: Cath Roseden/Stephen Wells	Date: 08/06/2026
Postholder:	Date of issue:

Person Specification

POST : Project Building Surveyor	GRADE: 12
DIRECTORATE : Resources	POST NO: PF1202

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	E	A/C
2. Chartered/ 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 building surveying and project management	E	A/I
4. Formal tender process and production of schedules	E	A/I
5. Successfully managed major projects works from inception to completion	E	A/I
6. Experience of working in a Local Authority	D	A/I
SKILLS AND COMPETENCIES		
7. Good interpersonal skills are required for dealing with a range of customers	E	A/I
8. Construction competence and capability management across supply chain	E	A/I
9. Budget management and quote negotiation	E	A/I
10. Managing contractors safely	E	A/I
11. 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
12. Up to date knowledge of Health and Safety systems, Health and Safety at Work Regulations, codes of safe working practices, the Construction Design and Management regulations and industry standards	E	A/I
13. 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
14. Working knowledge of Microsoft packages including Excel and Word	E	A/I
15. Working knowledge of AutoCAD LT and ability to produce detailed drawings	E	A/I
16. Effective report writing and presentations skills – internal and to client	E	A/I
17. Ability to deal with customers and colleagues effectively on a daily basis	E	A/I
18. Ability to manage personal workload, conflicting priorities and deadlines	E	A/I
19. Able to work on own initiative	E	A/I
20. A current valid driving licence and use of a vehicle for business purposes	E	A/I
21. 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		