



Role Profile

Surveyor			
Reference No.	A4670	Type	Individual
Service	Assets, Transportation & Environment		
Job Family	Para Professional 5	Grade	FC7

Purpose
<p>To provide a Pre and Post-Contract surveying service carrying out the full range of Surveying duties associated with major, minor and component replacement contracts and 'task book' schedule projects, encompassing partnering arrangements with Housing, Property, Social Works and other Council Services.</p> <p>Utilising electronic cost control systems and other costing/billing framework agreements, arrangements and protocols for reporting purposes, as agreed with internal and external clients.</p> <p>To contribute to the delivery of all contracts under 'Best Value' by effectively and efficiently managing the resources available and utilising standard procedures as delegated by Lead Surveyor.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Carrying out the preparation, compilation and completion of main contract tender documentation for both Pre and Post Contract surveying, for repairs & maintenance, major, minor and component replacement contracts including scrutinising drawings and specifications, taking-off quantities etc. and taking cognisance and making provision for the contractual implications of all CDM and Health & Safety issues.	<p>Educated to SCQF level 7, which includes HNC in Quantity Surveying or equivalent.</p> <p>Extensive knowledge of Building Construction and systems and electrical and associated services</p> <p>Extensive experience in a surveying role</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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Calculating rates for 'in-house' trades using bespoke 'task book' items and/or established estimating practices and a detailed knowledge of Standard Methods of Measurement & Conditions of Contract.	Interpretation skills and give practical advice on Fife Councils' policies and procedures (Take ownership and Embrace technology and information – see “How We Work Matter” Framework)	✓	
Carrying out the preparation, completion and issue of all contract documentation for the appointment of sub-contractors and suppliers, in accordance with defined procedures.	Literacy and numeracy skills	✓	
Preparing supporting documentation including Tender Reports, Sub-contractor/Supplier records and work content information for Management and Operational Teams	Extensive knowledge of standard estimating practices (First Principles, S.O.R., and Task Books etc.)	✓	
Preparing indicative costs for client budgeting purposes and to maintain accurate records of all information affecting the project pre- and post- Tender stage in accordance with appropriate regulations, policies and procedures	Awareness of confidentiality requirements	✓	
Preparing Interim Valuations to reflect work completed, adjustments for variations and remeasurement of all in-house trades and sub-contractors work, in accordance with defined procedures and validating and authorising payments in respect of Suppliers and Subcontractors invoices, in accordance with defined procedures.	Experience of controlling projects, pre & post contract.	✓	
	Good organisation skills with ability to meet deadlines (Deliver Results)	✓	

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Investigating identified and reported irregularities and action corrections, reporting findings to appropriate Lead Surveyor in accordance with agreed procedures.	Good customer care skills (Focus on Customers)	✓	
Preparing and producing management and financial information reports to a specified timetable from information held e.g. advice on the financial performance of specific contracts and works. Carrying out regular site visits in cases where measurement or verification is necessary, or for the efficient transfer of information to and from operational staff. Participating in an emergency works service in accordance with the contract requirements ie severe weather emergency, major incidents or disasters as required	Good communication skills Working knowledge of CDM and related matters (Embrace Technology and Information)	✓	✓
Preparing and agreeing both Contract & sub-Contract Final Accounts, and report on final financial position of Contracts within area of responsibility, all in accordance with appropriate regulations, policies and procedures, e.g. Council's Scheme of Delegation, Council's Standing Orders and Financial Regulations, Audit and Building Services procedures, etc.	Experience of working in an 'all trades' Contracting environment		✓
Liaising with other members of Building Services staff as well as other Council Services to form appropriate working relationships with service partners ensuring efficient and effective flow of information	Good Team working and communication skills both verbal and written (Work Together)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:</p>
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- Skills Framework (if applicable)
- **How** we work matters

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results