



Role Profile

Building Surveying Technician			
Reference No.	SS1283	Type	Individual
Service	Property Services		
Job Family	Para Professional 5	Grade	FC7

Purpose
Reporting to the Lead Professional (Maintenance & Compliance). Member of the Buildings Compliance Team.
To undertake comprehensive surveys of Council operational property assets. The postholder will have a key role in the planning and implementation of a programme of surveys which is aimed at establishing core information on the condition of all operational properties. These properties will predominantly be schools, however may also include care homes, offices, libraries, public halls and leisure facilities if required.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Carrying out property surveys to determine the condition of property assets against defined criteria.
Maintaining an awareness of developments in the building Industry appropriate to role.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in Building Surveying or a related construction discipline is essential as is a commitment to a continuous personal development in the role.	✓	
Minimum of 3 years practitioner experience as a Building Surveyor/Building Surveying Technician or a related field	✓	
Ability to carry out building condition surveys including identifying and reporting matters requiring priority attention.	✓	

E = Essential Criteria D = Desirable Criteria

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Developing and maintaining a working knowledge and awareness of fire, asbestos, legionella.	Knowledge of asbestos, legionella, fire safety/building compartmentalisation.		✓
	Knowledge of health & safety, risk assessment and CDM.		✓
Creating and maintaining all files to an appropriate standard by writing survey reports, preparing dimension sheets, drawing plans, calculating areas, noting construction and amenity detail.	Numeracy skills, including the ability to take measurements and calculate areas and clearly and concisely describe the property or site in words.	✓	
Developing a rolling programme of Condition Surveys for schools and other operational properties as indicated. Scheduling surveys to make best use of time and travel.	Ability to schedule workload, prioritise, adapt to changes in priorities, and to meet deadlines.	✓	
Assisting in ensuring that the property information held in the database as maintained is current. Using a scoring system to assess urgency/need, identify works which should be considered as a priority when Planned Maintenance programmes are being created.			
Prepare and present reports required by the Lead Professional, Maintenance and Compliance or Property Services Senior Management.	Ability to produce clear, concise and accurate documentation and reports.	✓	
Analysing survey information to support the formulation of prioritised planned maintenance programmes.			
Providing support and guidance to all colleagues on a cross service basis relating to property condition information.	Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external.	✓	
Attending appropriate working groups as directed by the Lead Professional (Maintenance & Compliance)	Ability to work effectively as part of a team as well as work on own initiative.	✓	
	Ability to manage your peaks in workload, deadlines and priorities, with minimum of supervision.	✓	
Playing a key role in the development and maintenance of information contained within the TF Cloud database	IT skills – including MS Office, SharePoint, TF Cloud.		✓
	Ability to travel to various locations across Fife.	✓	
	Knowledge of data protection principles.		✓

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You will be required to obtain PVG Scheme Membership for Children for this role. Please refer to the job advert for clarification of the specific requirement.			

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.