

DEVON & SOMERSET FIRE & RESCUE SERVICE

'Acting to Protect & Save'

BUILDING SURVEYOR

**Based at Service Headquarters, Clyst St George, Exeter
Twelve Month Fixed Term Contract
Grade 5/S02 – Salary £18,907-£27,594 plus Market Supplement
Subject to Job Evaluation -
Commencing Salary dependent on Skills**

We are seeking a motivated individual with a relevant building related discipline, HNC/HND in building as a minimum to assist the Facilities Manager in maintaining the Devon & Somerset property stock to a high standard for effective and safe operational purposes during a particularly demanding programme of building and maintenance works.

Applicants must be able to demonstrate/evidence :

- Ability to manage and progress a variety of building related projects
- Good oral, written, negotiating, influencing skills
- Experience of working with contractors/suppliers
- Good knowledge of building regulations, planning procedures, CMD regulations, Disability Discrimination Act/Equal Opportunities, Health & Safety, asbestos and other legislation
- Ability to travel

The following attributes would be desirable :

- Proven experience in a building surveying/facilities management field
- Experience of undertaking surveyors, preparing specifications and drawings for a variety of building projects
- Computer literate with experience of CAD systems
- Membership of a relevant professional body (e.g. ARICS, MCIQB, CIBSE)

For an informal discussion, please contact Mr Chris Silverthorne on 01392 872213.

Please visit our website www.dsfire.gov.uk for a Job Description, Person Specification and Application form or contact our Recruitment Line on 01393 872388.

Completed Application forms must be returned to Devon & Somerset Fire & Rescue Service, Service Headquarters, Clyst St George, Exeter, EX3 0NW, by 09:00 hours Tuesday 27 May 2008.

FIRE DOESN'T DISCRIMINATE, NEITHER DO WE
www.dsfire.gov.uk



DEVON & SOMERSET FIRE & RESCUE SERVICE
THE KNOWLE
CLYST ST GEORGE
EXETER
DEVON
EX3 0NW

Date As Post Marked

Dear Applicant

**BUILDING SURVEYOR – Grade 5/SO2
Based at Service Headquarters**

Following your recent enquiry I have pleasure in enclosing an Information Pack.

Completed Applications must be returned to the above address **by 09:00 hours 17 May 2008.**

If you have not been invited to attend the Selection Process within ten days of the closing date for applications, you may presume your application has, on this occasion, been unsuccessful.

To avoid any delay please ensure your envelope has the correct postage.

Meanwhile, I thank you for the interest you have shown in Devon and Somerset Fire & Rescue Service.

Yours faithfully

Joan Mashiter
HR Operations Assistant

Devon and Somerset Fire & Rescue Service

Non-Uniformed Job Description, Core Values and Person Specification

Job Description	
Job Title	Building Surveyor (Fixed Term Contract with effect 21/04/08)
Grade	5/SO2 (Career Grade)
Department	Physical Assets
Reports to	Initially to Facilities Manager – On appointment of a Senior Building Surveyor, to the Senior Building Surveyor
Line Manager Responsibilities	None

Main Purpose of Job: Briefly - what is the job there for and why is it being done? Attach a brief organisation chart to show where the job fits.

To assist the Facilities Manager in maintaining the DSFRS stock of property to a high standard for effective and safe operational purposes.

To assist the Authority in meeting it's relevant duties in particular under the Health & Safety at Work Act 1974, the construction (Design and Management) Regulations 1994 and the Food Safety Act. To have a working knowledge of contract specification and administration processes.

Main Responsibilities and Duties: What needs to be done? - Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.

% of
Time

1. To make routine and other inspections (Annual and Quinquennial) of properties, and prepare reports on the condition of those properties and the works required including asbestos inspections.
2. To assess priorities of work and to schedule works for the preparation of annual programmes, and implement same as directed.
3. To liaise with Fire Service personnel and others in respect of the initiation of works of maintenance and improvement, to make detailed estimates for the cost of such works, to write specifications, prepare drawings and to order such works as required. Knowledge of standard building maintenance contracts and preparation of tender documentation is essential.
4. To undertake duties to comply with Health and Safety at Work Act 1974 and CDM legislation in conjunction with DFRS policy statement.
5. To supervise the undertaking of schemes as above by consultants/contractors, to certify the approval of such works and payment for the same.
6. To monitor the performance of contractors and to report to their manager on their suitability for retention on the standing list of contractors. Liaise with the Facilities and

Procurement Supervisor in conjunction with the same.

7. To comply with all Service Policies.
8. To participate in the Personal Development Review Process to identify personal training and development needs and to attend training events as directed

Core Values of the Service	
We value Service to the Community	We value service to the community by: <ul style="list-style-type: none"> ▪ Working with all groups to reduce risks ▪ Being answerable to those we serve ▪ Striving for excellence in all we do
We value People	We value all our employees by practicing and promoting: <ul style="list-style-type: none"> • Fairness and respect • Recognition of merit • Honesty, integrity and mutual trust • Personal development • Co-operative and inclusive working
We value Diversity	We value diversity in the service and community by: <ul style="list-style-type: none"> • Treating everyone fairly and with respect • Providing varying solutions for differing needs and expectations • Promoting equal opportunities in employment and progression within the Service • Challenging prejudice and discrimination
We value improvement	We value improvement at all levels of the Service by: <ul style="list-style-type: none"> • Accepting responsibility for our performance • Being open-minded • Considering criticism thoughtfully • Learning from our experience • Consulting others

Signed acceptance of the Core Values of the Service and agreement that the Job Description is a fair and accurate statement of the requirements of the job:			
Job Holder		Date	
Job Holder's Manager		Date	
Designated Senior Manager (if applicable)		Date	

Person Specification	
Grade: 5/SO2	Job Title: Building Surveyor
Key Competencies	
Essential	Desirable
<p>Ability to undertake responsibility for the progress and management of a variety of building related projects taking the initiative when needed in order to cope with competing deadlines and demands</p> <p>Good communication skills, able to communicate effectively at any level in an appropriate manner, both orally and written, together with the ability to tactfully and professionally resolve property issues with members of the public.</p> <p>Ability to climb ladders, access roofs, roof spaces and other difficult areas</p>	<p>Computer literate with experience of CAD Systems</p>
Work Experience	
Essential	Desirable
<p>Experience of working with contractors and suppliers using negotiating, influencing, project management and monitoring skills</p>	<p>Minimum one years experience in a Building Surveying/Facilities Management field</p> <p>Experience of undertaking surveys, preparing specifications and drawings for a variety of building works</p> <p>Experience of working in a team environment and ability to work independently and alone when required</p>
Qualifications/Knowledge	
Essential	Desirable
<p>Relevant qualification in a building related discipline e.g. HNC/HND in building</p> <p>Good knowledge of Health & Safety and the application of CDM regulations and asbestos legislation</p> <p>Good knowledge of building regulations planning procedures and other relevant legislation such as Disability Discrimination Act and Equal opportunities in the work place</p>	<p>Membership of a relevant professional body (e.g. ARICS, MCIQB, CIBSE etc)</p>
Personal Qualities and Attributes	
Essential	Desirable
<p>Ability to travel</p>	