



JOB DESCRIPTION

Post:	Estates Surveyor
Department:	Estates
Line Manager (LM):	Head of Estates (HoE)
Salary:	£31,696
Grade:	C2
Job Purpose:	Maintenance, compliance and improvement of the Estate.

1. General

The Estates Surveyor is responsible to the HoE for the provision of technical direction, advice and assistance to enable the implementation of the Reserve Forces' and Cadets' Association's building, mechanical, electrical, civil engineering and Facilities Management (FM) plans. This is to be achieved by ensuring statutory and mandatory compliance and value-for-money management of the Association's properties across the Estate and financial policy laid down by the Defence Infrastructure Organisation (DIO) on behalf of all customers

2. Principal Areas of Accountability/Main Activities/Tasks

- To plan and cost effectively manage the implementation of the forward maintenance programme, responsive maintenance, refurbishment and re-provision for all Association premises and land.
- Undertake and complete Condition Survey Reports and scoring as per the scheduled plan on assigned assets within the Association's area of responsibility every two years.
- Maintain the Property Management database.
- Represent the Department or Association at meetings and attend site meetings from inception through to the end of defects period of any project.
- Raise Works Orders, review progress of work, approve and certifying invoices for work completed in accordance with delegated powers determined by the Association Management Board.
- If requested by Head of Estates task consultants or personally prepare specifications and schedules of work in furtherance of Tenders and Competitive Pricing requests.
- Advise and assist with the scope and schedule of work under the Planned Maintenance Programme (PMP) and maintain the Forward Maintenance Register (FRM).
- Fulfil the role of Client under CDM Regulations and coordinate external professional service providers in relation to Capital and other non-maintenance projects.
- Prepare estimates of cost for all minor new works and maintenance services and establish priorities for such works in relation to financial limitations and staff capacity.
- Monitor contractor performance and complete Quality Assurance Audit Checks in accordance with current regulations and delivery of projects on time and within the allocated budget.
- Agree, monitor and review Safe Systems of Work.

3. Secondary Responsibilities and Tasks

- Other than where consultants have been appointed, the responsibility of all building, mechanical, electrical, civil engineering works on all sites and properties within the Association's area of responsibility.
- Co-ordinate the Volunteer Estate Environmental Management System (VE EMS) within the Association's area of responsibility.
- Undertake all other duties as directed by the HoE commensurate with competencies held and the grade of this post.
- As an Association Management employee, set and require the highest standards of professional conduct and contribute to a positive working environment.
- Develop with the HoE, the annual budgeted maintenance programmes.
- Maintain and enable MIS processes in line with current Association approved version within your area of responsibility.

4. Administrative

The Chief Executive may review this Job Description in the light of changes in responsibility or at a change of incumbent.

5. Health and Safety

To be aware of and comply at all times, with the terms of the Association Health and Safety Policy Statement, which is posted on all staff notice boards throughout the Association's sites. Support the Estate Health & Safety Officer maintain a safe place across assigned sites.