

## JOB DESCRIPTION

Job Title:	<b>Buildings &amp; Maintenance Surveyor</b>
Directorate/Team/Venue:	<b>Property Team</b>
Reporting to:	<b>Head of Construction &amp; Facilities Management</b>
Direct Reports:	<b>None</b>
Budgetary Responsibility:	<b>None</b>

### JOB PURPOSE

This role sits within the Property team who are responsible for the active management of the diverse Letchworth Garden City Estate. The overriding focus of the team is to efficiently steward and proactively manage the Foundation's property assets to generate income, enhance value, provide excellent operational facilities and to ensure the estate is maintained to a high standard. The team is also central to the promotion of the Garden City and its economic growth and the delivery of the Foundation's Charitable objectives.

The role will include all aspects of Building Surveying including inspecting buildings, identifying defects and maintenance needs, design & specification, procurement, management of building contractors / consultants and successful delivery of construction projects.

### ROLE & RESPONSIBILITIES

- Ensure the delivery of our planned and cyclical investment programmes to the housing and commercial stock.
- Advise on any current relevant compliance requirements or issues and develop an in depth understanding of (and become involved in) the Foundations sustainability matters.
- Working across our Investment Property Estate (commercial and residential) and our Operational Property Estate, collaborating with Asset Managers, Residential Mangers, Buildings and Facilities Manager.

### Surveying Duties

- Conduct regular inspections of buildings and facilities to assess their condition and identify maintenance requirements.
- Prepare detailed reports on the condition of properties, including recommendations for repairs and improvements.
- Oversee and coordinate maintenance and repair work, ensuring it is completed to a high standard and within budget.
- Manage maintenance schedules, prioritising tasks based on urgency and importance
- Procure works and projects and provide post tender analysis.
- Liaise with contractors, suppliers, and other stakeholders to ensure timely and cost-effective completion of projects.

- Ensure compliance with health and safety regulations and building such as CDM regulations, party wall, building regulations and planning and listed building consents.
- Prepare and submit Planning applications and Building Regulations applications.
- Provide technical advice and support to colleagues
- Keep accurate records of inspections, maintenance work, and repairs.

**Project Management Duties**

- Plan, procure and manage delivery of construction projects through the appointment of Consultant teams and building contractors.

**Financial Management**

- Raise Purchase Orders in line with policy for works and advisors
- Approve invoices with due diligence, query as appropriate

## PERSON SPECIFICATION

### SKILLS, KNOWLEDGE AND ABILITIES

- Degree in Building Surveying, Construction Management, or a related discipline.
- Professional membership of CIOB, RICS, CABE, or able to demonstrate eligibility and commitment to achieving full membership.
- Proven experience in building surveying and project management.
- Demonstrable experience managing multiple projects and competing priorities effectively.
- Strong knowledge of Health and Safety legislation and best practice, CDM, Building Regulations and Construction and maintenance practices.
- Strong organisational skills with the ability to prioritise and manage multiple workstreams.
- Good IT proficiency, including Microsoft 365 (Word, Excel, Outlook, Teams).
- Ability and willingness to learn new software packages and systems.
- Competence in surveying software and project management tools.
- Effective communication and problem-solving skills.
- Ability to work both independently and collaboratively.

### KEY BEHAVIOURS

- Commitment to the organisation's mission and values: *Collaborative, Evidence-based, Impactful, Inclusive, Supportive*
- Proactive, solutions-focused approach to work.
- Calm, professional, and resilient approach during time of pressure