



ROLE PROFILE

BUILDING SURVEYOR

LANDMARC

ROLE PROFILE

BUILDING SURVEYOR

LOCATION: REGIONAL MANAGEMENT CENTRE

REPORTING TO: BUILT ESTATE DELIVERY ADVISOR

RESPONSIBLE FOR: NO DIRECT LINE REPORTS

Summary of Role:

To be responsible for both the scheduling and delivery of the DIO Facility Condition Management (FCM) surveys programme across the region. To conduct surveys on built and rural assets and infrastructure assets across the region using the specialist digital tool. Manage surveys undertaken by others on specialist equipment types and raise follow on work orders on the CAFM to progress asset failures and lifecycle replacement identified during surveys. Monitor progress against programme of works and provide updates at governance meetings.

Duties of Role:

The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with any new policies that are introduced.

Primary Duties:

Carry out and manage the Facility Condition Management (FCM) surveys programme including:

- Scheduling of survey tasks in accordance with MIRS (SFG20) on the agreed asset list, ensuring the correct tasks are allocated and programmed to the correct frequency and adjusting if necessary for risk assessed tasks and changes to the Buyer's requirements.
- Carry out surveys of MoD level 2 assets (buildings and infrastructure)
- Undertake a visual condition assessment and assign a condition rating for each facility system based on a systematic visual assessment for each Level 2 Asset (OP need 1-3) in accordance with the FCM Guidance Document by using the DIO (FCM App). Guidance for Carrying out Visual Condition Assessments on the MOD Estate.
- Work with the regional Planning Manager for Scheduling and allocation of PPM/PM WO to appropriate managers/supervisors/bought in specialists where tasks skill set sits outside knowledge i.e. electrical APs, Range inspection tasks, catering equipment, Gas networks etc.
- Support the production of regional KPIs that cover FCM inspection.

- Act as focal point for all FCM scheduling and the e-working processes.
- Liaise with Contract Support Office as required, including completing requests for information and supporting reporting requirements.
- On completion of a survey ensure all works identified are action in line with Landmarc's process and follow on work orders are raised and information entered on to the remedial works register.
- Undertake a search on Landmarc CAFM against selected Level 2 Assets and review work order history to identify trends and check works already reported are in place and managed through to completion in line with agreed process maps.
- Undertake a 5% review of completed work in month to provide assurance that the reports are accurate and complete, and that recommendations for Billable Works are being identified and recorded.
- Report on progress, highlighting areas for concern and take appropriate action.
- Ensure that reports and certificates are reviewed in a timely manner and any remedial actions programmed.
- To be a responsible member of the regional management team supporting other team members as required carrying out activities including, but not limited to, investigations, auditing, training, creating reports and analysing management information.

Ideal Person:

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

What you know:

- Knowledge of Hard Facilities Management gained through a Level 5 qualification such as NVQ in a relevant discipline or gained through appropriate experience.
- Knowledge of maintenance and inspection methodologies including statutory and mandatory requirements.
- Knowledge gained through membership of an appropriate professional body such as IWFM, Association of Building Engineers or equivalent.
- Knowledge of H&S such as COSHH, manual handling, risk assessments and safe systems of work to IOSH Managing Safely level.
- Knowledge and familiar with the RICS New Rules of Measurement.
- Experience of surveying built estate assets and grading their condition through visual survey.

What you can do:

- Able to ensure appropriate quality standards are adhered to across functions
- Planning and analysis skills
- Be IT literate, with experience of Microsoft Office applications such as Word, Excel, Project
- Ability to organize and prioritize tasks
- Able to produce reliable management information and coordinate information gathered by others
- Able to communicate clearly with the Client/customer and other stakeholders
- Able to drive continuous improvement
- Able to performance manage teams and outputs by utilising management tools

Prerequisites for employment

- Full driving licence valid in the United Kingdom.
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).

Our Values

- Take time to take care of yourself, look out for yourself and others, and step in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.

- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case, we must improvise, adapt and overcome to remain relevant to Our Mission.