GRAVESHAM BOROUGH COUNCIL

Directorate: Housing

Department: Building Safety & Investments Team

Post: Apprentice Surveyor

Hours: 37

Responsible to: Projects Surveyor (Energy & Sustainability)

**Job Description**

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes

**Job Summary**

To participate in the Council’s Building Safety & Investments Teams delivering improvement projects and servicing programmes to Gravesham’s housing stock of 5700 homes throughout the borough.

The apprentice will work closely with the various teams in the delivery of improvement and servicing programmes.

**Main responsibilities**

1. To undertake a recognised part time course of study that will lead to admission of a recognised professional institution relative to the type of work carried out by the team.
2. Using study, training and supervision to gain experience and working knowledge to assist the established staff and to use these skills to work to own initiative.
3. To assist the Surveyors in the delivery of the Building Safety & Investments Team programmes & servicing including:

* Energy & Sustainability improvements
* Electrical testing and upgrades
* Fire risk assessment actions
* Passenger & stair lifts
* Door Entry & Warden call systems
* Gas servicing and installations
* Water hygiene
* Asbestos surveys and removals

1. To assist in the quality inspections and supervision of work in progress together with problem solving on site.

1. To understand Construction Design and Management Regulations 2015 in terms of Health and Safety requirements of projects.
2. Develop a comprehensive knowledge of relevant legislation, codes of practice, policies, circulars and technical developments.
3. To assist in liaison with residents and team work.
4. To assist to verifying payment valuations, monitoring expenditures and progress to ensure that budgets and targets are met and to ensure that the council receives value for money for all work undertaken by the team.
5. To develop a comprehensive working knowledge of relevant legislation codes of practice, circulars, policies and technical developments.

**General**

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

A commitment to excellent customer service and the values of the Council

**GRAVESHAM BOROUGH COUNCIL**

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **POST:** Apprentice Surveyor | | **POST No:** |
| CHARACTERISTIC | |  |
|  | SPECIFICATION | |
| **SKILLS/ABILITIES**  (Specific skills and abilities required to undertake the duties) | ESSENTIAL  Good communication skills  Proven ability to work alone and as a member of a team  Ability to work under pressure and to tight deadlines.  Good IT skills including the use of Microsoft Word and Excel | DESIRABLE |
| **KNOWLEDGE**  (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | An interest in building and construction.  Knowledge and understanding of Housing |  |
| **QUALIFICATION**  **TRAINING**  (Educational/vocational qualifications and other training) Verification will be required **Bar points apply on salary scale – see job description** | Good standards of general education to 5 GCSEs at grade C (or equivalent) including English and maths.  Or  NVQ Level 2 Construction |  |
| **EXPERIENCE**  (Level and type of previous experience)  **Bar points apply on salary scale – see job description** |  |  |
| **QUALITIES**  (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Assertive  Methodical and meticulous  Excellent customer service skills  Confidence in handling figure work |  |
| **SPECIAL** **CONDITIONS**  (e.g. willingness to work unsocial hours or wear a uniform) | Willingness to undertake occasional out of hours work  Ability and willingness to undertake further specialist training as required. |  |