



## Job Description

**Job Title:** Placement Surveyor

**Grade:** E1 Circa £20k

**Department:** Estates

**Responsible to:** Head of Estates

**Duration:** 12 months fixed

A fantastic opportunity has arisen to work within the Estates team at West Midlands Reserve Forces & Cadets Association (WM RFCA). We are looking for a year out placement student who is studying towards either a BSc or MSc in Building Surveying. The role will be to assist the Estates team in all aspects of management and maintenance of the Volunteer Estate (VE) in support of the Reserve Forces and MoD sponsored Cadet Forces.

### Overall Purpose of Job

1. The placement surveyor is a Crown Servant and a full-time civilian employee of the WM RFCA. They are a member of the Estates Team, reporting directly to the Head of Estates and supporting the surveyors in the south or north sector of the WM region. Key tasks are:

- The project management of construction projects supporting the Estates Team with design, planning and delivery.
- Supporting the arranging of maintenance, repair, improvements, alterations and minor refurbishment of Association properties.
- Support in the compliance of built assets with all health & safety and statutory & mandatory legislation.
- Undertake condition and asset surveys of the Association properties.
- Tasking will be based upon knowledge and understanding of the individual with support provided from the team.

### Main Activities/Tasks

#### 2. Building maintenance and new works

- a. Initially support with development into arranging works, as programmed and allowed, including both reactive maintenance and SMIT consequential work, within budgets, to be scheduled, specified, estimated and tendered as appropriate.
- b. Support in the administration of contracts.
- c. Survey and record the condition of properties using our in-house software programme.



- d. Preparing contract documents. Manage and administer small refurbishment projects or alterations in line with requirements. Ensure works are completed on time and within budget. Support requirements of Construction (Design and Management) Regulations 2015 Regulations (CDM).
- e. Support monitoring of contractor performance through regular works inspections.

### 3. **New and Major Refurbishment Works**

- a. Assist the Head of Estates in major projects with design teams and all specialist advisers.
- b. Assist in briefing architects, quantity surveyors, structural and service engineers, clerks of works and building control as appropriate.
- c. Attend and support on site meetings throughout projects.
- d. Assist and support with budget and payments at each stage in line with the design team and contract requirements.

### 4. **Electronic Record Keeping**

- a. Help review asset data and records for each site.
- b. Support the admin team with the help desk function, updating and recording as required.

### 5. **General**

- a. Maintain the highest professional standards at all times.
- b. Ensure that all relevant building legislation is complied with.
- c. Maintain good relations with the appropriate departments.
- d. Ensure health and safety legislation is followed. Monitoring safe systems of work and ensure contractors are following safe working practises.
- e. Undertake any other duties that, from time to time, may be reasonably allocated by the Head of Estates.

- 6. **Administration.** Ensure accurate records by means of correspondence, schedules of work, meeting minutes, emails etc. which will be filed and maintained by the department.



## 7. Liaison

Liaison as required with:

- a. Unit staff at all levels on matters within remit;
- b. Outside agencies, including contractors on matters within his/her remit.

## 8. Special Requirements (clothing, contacts, equipment, etc.)

- a. Use protective clothing as required by the law at the time and to make the Association (through the Head of Estates) aware of any deficiencies in provision.
- b. Use general protective clothing as provided by the Association.
- c. Make use of all specialist surveying and IT equipment as provided by the Association.
- d. Able to make use of a pool vehicle provided by the Association (or public transport as necessary) to visit sites in the Association estate for the purpose of survey, consultation or meetings.