

Job Description for Asset and Condition Surveyor (100278)



Job title	Asset and Condition Surveyor
Department	Estates - Maintenance Operations (YEXM)
Grade	FA6

Job purpose (a brief summary of the role)	To carry out condition surveys on all building and engineering elements of the Campus estate, to keep the asset condition up to date on a 5-year rolling program and amending the Estates Integrated Workplace Management System (IWMS) to take account of upgrades carried out.
Duties and responsibilities	<ol style="list-style-type: none">1. To carryout M&E condition surveys across the university property portfolio, collating information about existing building related assets aligned with the University's Asset information requirements. The surveys to include Fabric, M&E and infrastructure assets such as paths and roads.2. To support the population the IWMS system with data relating to the condition of the stock and external environment, completing the estate over a 5-year rolling program.3. To produce annual reports on the condition and the cost to upgrade the estate to condition B. To inform the 5-year financial planning process with up-to-date condition information.4. To highlight to the Assets and PPM Manager any observed high-risk elements.5. To ensure the - IWMS system is kept up to date by surveying areas of the University that have been upgraded during the year.6. To feedback to the EIS team any errors noted in the spaces and drawings during the condition survey.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	An industry related degree or relevant technical qualification in a building/services engineering discipline or equivalent experience.	A & C
E2	Working towards or completed Membership of appropriate professional body e.g. MCIQB, MCIBSE or MRICS qualification.	A & C
E3	Extensive experience in a similar role.	A & C
E4	Strong project management skills.	A & C
E5	Proven experience in assessing building fabric/ M&E services condition in education or health establishments.	A & C
E6	Able to demonstrate current knowledge of Health & Safety at operational level as well as having knowledge of relevant regulations e.g. Building Regulations, Water regulations, etc.	A & C
E7	Good negotiating skills will be required to ensure access is obtained from local Departments.	A & C
E8	IT literate and having data input skills using a variety of input methods, PC, tablet and direct entry into databases.	A & C
E9	Ability to use Microsoft suite of standard office products and AutoCAD/Revit at a basic level.	A & C
E10	Ability to prioritise and work to deadlines.	A & C
E11	Strong communication skills, customer facing role that also requires the ability to produce excellent quality technical reports.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	NEBOSH Certificate.	A & C