Role profile

Job title:	**Building Maintenance Engineering Surveyor**
Grade:	**CP**
Discipline:	**Building Surveying & Maintenance**

Role purpose:

The Building Maintenance Engineer ing Surveyor will be responsible for providing a building maintenance and surveying consultancy service.

Accountabilities:

1) Inspect allocated properties in accordance with set frequencies, identifying and dealing with building and engineering maintenance items on a prioritised basis.
2) Complete planned works programme to cost and within time frames.
3) Complete the annual update of condition surveys in accordance with set time frames.
4) Prepare reports etc., in compliance with technical and contractual requirements including, where necessary, for working/using building management data systems and the use of iPads for uploading and input of data.
5) Carry out property inspection and the identification of servicing, day-to-day and planned repairs, and future replacements to mechanical and electrical installations.
6) Demonstrate both Mechanical & Electrical qualification/knowledge even if there may be a bias in either Mechanical or Electrical Engineering
7) Consult with relevant parties on the implementation of repair and improvement projects.
8) Promote a professional property service on behalf of the NPS Group to official representatives and external clients at all levels.
9) Promote the NPS Group as a property consultancy services provider to external clients.
10) Responsible for identifying new business opportunities.
11) Fee earning at 90% and contribute to the achievement of business plan objectives and targets.
12) Carry out duties appropriate to the grade of the post, including occasional travel to other offices and sites as required.
13) Promote continuous improvement and deliver demonstrable high-quality products and services which embrace quality standards.
14) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

1) Professional membership of the Chartered Institute of Building Service Engineers and working or be prepared to work towards Chartered status – Essential
2) HNC/HND or equivalent in a Building Services related discipline – Essential
3) Bachelor's Degree or equivalent in a Building Service Engineering related discipline – Desirable
4) Holds a current site card or is prepared to immediately attain - Essential

Skills and knowledge:

1) Experience in a similar related role – Essential
2) Proficient in the use of Microsoft Office Suite - Essential
3) Familiar with relevant Construction, Health and Safety legislation and familiar with risks and hazards associated with asbestos - Essential
4) Relevant experience in preparation and management of the engineering maintenance of a variety of types of buildings – Essential

Competencies:

Improving for excellence	**Level 2**	**Commercial focus**	**Level 2**
Drive for results	**Level 2**	**Customer focus**	**Level 2**
Effective decision making	**Level 2**	**Managing positive relationships**	**Level 2**
		Leadership and development	**Level 1**

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual 's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: July 2021	

This role profile has been reviewed and validated by the Group Director – Human Resources.
Last modified: