

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**  
**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Apprentice Surveying Technician</b>
<b><u>PAY BAND :</u></b>	<b>Band 3</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>E3534</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>The post holder will report to the Building Surveying Manager</b>
<b><u>JOB PURPOSE :</u></b>	<b>To follow a training programme and achieve levels of competence in the various elements of Surveying work</b>
<b><u>POST NO.</u></b>	<b>POS007090</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>
<b><u>TRAINING</u></b>	<b>You are expected to work towards completing NVQ Level 3 in Building Services Engineering Technology and Project Management</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. To follow a training programme and achieve levels of competence in the various elements of Surveying Work.
2. To assist in producing surveys, specifications and schedules required for projects to identify all relevant works required, accurately estimate costs and delivery timescales and inform necessary tendering documentation.
3. Assist on the procurement of contracts for projects. This will include assisting in the preparation of the tender documents, the identification of the most suitable tendering process and the evaluation of tender submissions in accordance with the Council's policies and procedures and in line with good practice.
4. Assist with day to day relationships with contractors including attending regular contract meetings, pre-start meetings, on-site inspections and post inspections accompanied by a Project Surveyor. Also assisting in the maintaining of records against which payment can be made, ensuring all relevant information is collected for DBC safeguarding requirements, preparation of the Health and Safety file and the asset management database.
5. Assist in ensuring that proper communication is provided to all customers affected by the works and producing regular progress reports to Customer Services, Building Services and Housing colleagues.

6. Assist with ensuring that customers benefit from a fully informed choice of both product and design as applicable and that the products used are of the highest quality within the agreed unit cost of schemes.
7. Assist with ensuring that the quality of workmanship and customer care are maintained and monitored, and contractor performance is managed in a professional manner, encouraging a partnership approach to contract management and service delivery.
8. Assist with carrying out site inspections and accompany colleagues on visits to customer's homes as required.
9. To assist with the organisation and facilitation of any open days/launch meetings as required to carry out an improvement scheme.
10. Promote and share best practice with others, working in a co-operative, collaborative manner with colleagues to continually drive and improve upon performance.
11. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
12. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
13. Carry out your role in line with the Council's Equality agenda.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Date: July 2019**

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**APPRENTICE SURVEYING TECHNICIAN**

**POST NO. POS007090**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	5 GCSE's (grade A-C) including Maths and English or equivalent (awarded pre 2017) GCSE Grade 4 or above (awarded 2017 onwards)	<b>E</b>	
	<b>Experience &amp; Knowledge</b>		
<b>2</b>	Attended a work experience placement in a building services environment		<b>D</b>
<b>3</b>	A background knowledge of what surveying work involves	<b>E</b>	
	<b>Skills</b>		
<b>4</b>	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals	<b>E</b>	
<b>5</b>	Ability work to a high degree of accuracy with attention to detail	<b>E</b>	
<b>6</b>	Ability to follow instructions and request additional information when required	<b>E</b>	
<b>7</b>	Ability to work as part of a team	<b>E</b>	
	<b>Personal Attributes</b>		
<b>8</b>	Flexibility, willingness and motivation to expand knowledge and experience	<b>E</b>	
<b>9</b>	Reliable with a flexible approach to working time arrangements to meet service requirements	<b>E</b>	
	<b>Special Requirements</b>		
<b>10</b>	Commitment to attend Middlesbrough College to work towards NVQ Level 3 in Building Services Engineering Technology and Project Management.	<b>E</b>	
<b>11</b>	The successful candidate will be expected to work both indoors and outdoors	<b>E</b>	
<b>12</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	