



# Duchy of Cornwall Estate

## Building Maintenance Surveyor

### Isles of Scilly

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## The Duchy of Cornwall Estate

The Duchy of Cornwall is a private estate which funds the public, charitable and private activities of The Prince of Wales and his family. The Duchy consists of around 53,154 hectares of land in 23 counties, mostly in the South West of England.

The Duchy estate was created in 1337 by Edward III for his son and heir, Prince Edward, and its primary function was to provide him and future Princes of Wales with an income from its assets.

The current Duke of Cornwall, HRH The Prince of Wales, is actively involved in running the Duchy and his philosophy is to improve the estate and pass it on to future Dukes in a stronger and better condition.

## Building Maintenance Surveyor

### Main purpose of role

A vacancy has arisen within the Building Surveying team based at Hugh House, St. Mary's, Isles of Scilly, TR21 0LS for a Building Maintenance Surveyor to work as part of a small team responsible for the delivery of all built environment maintenance, refurbishment and new build projects over four of the five islands.

The successful candidate will be primarily responsible for the repair and maintenance of a range of residential and commercial properties and infrastructure including roads and drainage. They will assist with small refurbishment project management, as such will have detailed working knowledge of building regulations and planning requirements, and will lead refurbishment and improvement and repair works including inspected and managing contractors work.

### Position

The post reports to the Building Surveyor, Isles of Scilly and has no direct reports. The successful applicant will be based in the Duchy regional offices on St. Mary's.

### Scope of role

The role will include:

- Instructing contractors with reactive and planned maintenance work
- Managing cyclical maintenance contracts
- Diagnosis of building defects and specifying detailed repairs to sensitive and historic buildings.
- Identifying and instigating repairs to infrastructure including tracks and drainage.
- Liaising with tenants, contractors and other professionals.
- Assisting with project management for refurbishments including preparing schedules and plans.
- Inspecting contractor work and signing off invoices.
- Tendering minor works and maintenance work and contract administration.
- Following and enforcing health and safety guidelines.
- Ensuring compliance of residential and commercial properties with all relevant legislation.
- Providing cover for out of hours response for emergency repairs
- Manage and prepare maintenance and repair budgets.
- Carrying out condition surveys and reports as required.

The employer encourages integrated working practices and thinking and promotes liaison between professionals in different areas of the estate with regular professional meetings.

Limits of Authority	The ability to work autonomously as well as a part of a team. You will be expected to resolve issues and ensure your own work load is managed.
Relationships	You will need to work with and communicate effectively with others and establish positive working relationships at all levels within the various Duchy offices. Outside the Duchy you must deal professionally with industry professionals, contractors, tenants and the general public.

### **Reward package**

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The role will be full time 35 hours per week.

The salary range is £25,000 to £28,500

The Duchy will contribute 12% of salary into its group pension scheme.

You will be entitled to 25 days holiday.

### **Person specifications**

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#### Education, Experience & Qualifications

Essential:

- HND in Building Surveying or similar qualification.
- Understanding and an affinity with older and rural properties and their building pathology
- Experience in regulations and legislation in regards to residential and commercial let property and their implementation.
- Understanding and implementation of health and safety practices including on-site safety.
- Experienced with dealing with contractors and contracts.
- Detailed knowledge of repair and conservation techniques.
- Excellent IT skills
- Clear and concise communicator.

Desirable:

- CSCS Card
- An interest in working with property on a rural estate with agricultural, conservation and renewable energy projects following best practice.
- Experience producing high quality and technically proficient architectural drawings with all necessary detailing for construction, using AutoCAD LT is desirable

#### Personal

You are discreet, organised, able to build positive working relationships at all levels, able to deal professionally with tenants, contractors, the public and industry professionals; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive.

You will need to have a strong empathy with the objectives of the Duchy of Cornwall and the implementation of the Duchy's policies.

### **Recruitment process**

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Long listed candidates will be interviewed in September 2018 with second interviews for short listed candidates following soon after. The starting date is by negotiation but as soon as possible after appointment.