

Role Profile

Role Details			
Role Title	Asbestos Surveyor	Section	Asbestos Surveyor
Division	GCC	Report To	Asbestos Survey and Removals Manager
Grade/Salary	SCP31-34	Date Completed	1 May 2025
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p> <p><u>Our Values</u></p> <p>Community – To build more sustainable communities through social, economic and community engagement.</p> <p>Trust – To be trusted by our employees, clients, and partners.</p> <p>Ambition – To do more for our client and partners and provide more opportunities for our employees and stakeholders as part of our change and growth strategies, succession planning and sustainability.</p> <p>Honesty – To promote at all times in our communication with all stakeholders promoting partnerships and sustainability.</p> <p>Excellence – To deliver quality in everything we do.</p> <p><u>Our Mission Statement</u></p> <p>To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.</p> <p><u>Benefits</u></p> <p>As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:</p> <ul style="list-style-type: none"> – A rewarding career with a competitive salary. – Access to contributory pension scheme – Strathclyde Pension Fund. – Excellent annual leave entitlement – Enhanced maternity, paternity, and adoption/shared parental leave. – Access to excellent health and wellbeing initiatives. – Access to a discounted gym membership. – Facility to make payments directly from your salary. – Workplace parking and more. 			

Role Summary

The Asbestos Surveyor is a valued member of City Building Asbestos section responsible for regulation 4 of the Control of Asbestos Regulations (CAR 2012) which requires "Duty holders" to assess and manage the risks of Asbestos in their premises while the Health and Safety at Work Act (1974) requires all Employees to conduct their work safely and without exposing their Employees or others to asbestos.

Regulation 5 of CAR 2012 requires Employers to identify the presence of asbestos and its type and condition before any building, maintenance, demolition or other work, liable to disturb asbestos, begins and to arrange a survey if existing information on the presence of asbestos in the premises is incomplete or appears unreliable.

Key Responsibilities

- Asbestos Surveyors must work safely, methodically and in full accordance with the HSE Guidance (HSG264) and their Technical Manual at all times.
- Carry out directed bulk-sampling, Management Surveys, Refurbishment and Demolition Surveys in occupied and void Properties.
- Carry out Management surveys and reinspection's within communal (non-domestic) areas of Buildings and Premises.
- Provide expert advice, recommendations and guidance to City Building Staff and external Clients.
- Carry out a site-specific risk assessment including ladder and RPE inspections before every job. Complete all site paperwork and electronic forms accurately on-site, record ACMs using AlphaTracker software and draw accurate site plans.
- Attend and successfully complete all training courses required by City Building and the Survey Section including virtual / online courses and attend all mandatory toolbox talks.
- Successfully complete several site-audits per year in each Survey discipline they are approved for.
- Use, maintain, clean and store personal protective equipment (PPE) and respiratory protective equipment (RPE) to protect against asbestos exposure.
- Assist the Technical Manager in any way to suit the needs of the Business such as carrying out administrative tasks, QC checking reports, re-surveying previously surveyed Properties, assisting other Surveyors or other Trades within City Building, or following any other reasonable instructions.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Safe Asbestos Surveying and Bulk Sampling	<ul style="list-style-type: none">– Adhere to Safety Standards, follow Health and Safety procedures and risk management protocols to ensure safe working conditions and compliance with HSE Guidance.– Properly wear and maintain Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) at all times to protect yourself from asbestos exposure. This includes inspecting, cleaning, and correctly wearing a half-mask or full-face RPE as required. Regular face-fitting is mandatory.

	<ul style="list-style-type: none"> – Follow site-specific Risk Assessments to assess and mitigate hazards before and during work. Identify new or emerging risks and take necessary actions. – Manage tasks professionally and methodically following your training and utilising your skills, knowledge and experience.
Personal Safety and Hygiene	<ul style="list-style-type: none"> – Maintain, clean, and inspect all provided personal protective equipment (PPE) and respiratory protective equipment (RPE), ensuring it is used correctly throughout the workday. – Dispose of disposable coveralls and clean any contaminated tools properly after each task to maintain a contamination-free working environment.
Health Safety, and Environmental	<ul style="list-style-type: none"> – Carry out work safely in accordance with the Health and Safety at Work Act 1974 and Control of Asbestos Regulations 2012. – Be prepared for regular audits by City Building HSEQ Section and internal audits by the Technical Manager. – Report all Incidents, Accidents and near-misses at the earliest opportunity. – You will ensure that all waste materials are disposed of responsibly and in accordance with environmental regulations, recycling or reusing materials wherever possible.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> – Ensure that you are complying with internal policies, procedures, and relevant regulations. – Comply with and implement all City Building Policies and Procedures. – Act ethically and with integrity
General	<ul style="list-style-type: none"> – Attend all Training, Meetings, and Toolbox Talks assigned to your role. – Complete all compulsory GOLD and Safety Media training for your role. – Establish, develop, and maintain effective working relationships with all work colleagues, clients, and stakeholders.

Key Behaviours and Competencies

Our Admin Assistant will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Technical Competence	<ul style="list-style-type: none"> – Be fully competent in using PPE and RPE correctly and consistently. – Safe and compliant execution of asbestos bulk sampling techniques minimising risk of exposure to yourself and others. – Have sufficient training, qualifications, knowledge, experience and ability to carry out their duties in relation to the survey and to recognise their limitations. – Have sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail. – Have training and experience in all aspects of survey work including survey planning, resources, technical specification, quality control and ACM assessment criteria. – Have knowledge of asbestos products (e.g. their nature, uses, hazards, sampling techniques etc) and also knowledge of building construction, construction methods, fire protection and the various uses of buildings. – Be aware of the different forms of building construction (e.g. system build, traditional, industrial etc) and how construction techniques affect asbestos use.

	<ul style="list-style-type: none"> – Be aware of the range of building components and structures which contain asbestos (e.g. barge boards, chimney cowls, ducts, eaves, fascias, fire dampers, flue terminals and risers, gables, plenums, soffits, stud partitions, sandwich partitions etc). – Be aware that there are many unrecorded ad hoc uses of ACMs in buildings. Some uses arose simply from the convenient presence of ACMs as building and engineering materials. AIB panels and offcuts, for example, were used extensively, randomly and imaginatively as shuttering for concrete, packers around columns, spacers around window and door frames, and cavity closers.
Health, Safety and Environmental	<ul style="list-style-type: none"> – Surveyors must exhibit a proactive approach to health and safety, taking responsibility for personal safety and that of others. This includes adhering to all safety protocols, wearing appropriate PPE/RPE, and ensuring the work area remains safe at all times. – Reporting all safety incidents, accidents, and near misses. Ensure that all waste is disposed of properly and in accordance with environmental regulations. – A work environment that prioritises safety and minimises exposure to asbestos and other environmental hazards.
Communication and Client Interaction	<ul style="list-style-type: none"> – Surveyors will communicate risks, safety procedures, and job updates to Clients, Tenants and Team members. This includes reassurances about the safety of the work being undertaken and responding to questions in a professional manner. – Effective communication with Clients, ensuring they are kept informed and confident that all safety measures are being followed, especially when dealing with sensitive information. – Positive relationships with Clients, a clear understanding of asbestos risks, and customer satisfaction with the work being carried out.
Teamwork and Collaboration	<ul style="list-style-type: none"> – Surveyors must work cooperatively with colleagues including other Surveyors, to complete tasks efficiently. They should also be capable of working independently when necessary, ensuring that all safety protocols and procedures are followed. – Smooth workflow, clear communication between team members, and efficient task completion.
Ongoing Training and Professional Development	<ul style="list-style-type: none"> – Complete all necessary training including annual refresher training and all mandatory training required by City Building and the Survey Section. – Be open to mentorship and guidance for improvement from more experience colleagues. – Consider undertaking further education and/or training to enhance and learn new skills.
Trust and Confidentiality	<ul style="list-style-type: none"> – You must ensure that any sensitive information is handled confidentially and responsibly. – Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> – Able to demonstrate honesty and transparency in all professional dealings, particularly regarding survey findings and reporting. – Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

	<ul style="list-style-type: none"> – Be able to demonstrate independence, impartiality and integrity at all times.
Person Specification	
Essential –	
<p>You must possess excellent communication skills and a pleasant, confident and approachable manner as you your work will involve regular daily interactions with members of the Public as well as with Clients and other Trades within City Building. Surveyors may have to make difficult decisions in occupied Properties and must be able to justify them to Tenants.</p> <p>Surveyors must be able to work independently and under time pressures. To achieve this Surveyors must be enthusiastic, keen and reliable individuals with a strong work-ethic, a “can-do” attitude and able to show initiative. However, Surveyors also work as part of a small close-knit team and must be able to work closely with others when required to achieve results.</p> <p>Surveyors must have a flexible attitude towards working start / finish times and locations. Most work will be in the Glasgow and West-Central belt area during normal working hours, however occasionally work may be required in Dumfries and Galloway or Edinburgh and this may require an earlier start or later finish time. Providing customer service excellence is our highest priority so we must put the needs of our clients first.</p> <p>Surveyors will use AlphaTracker software to carry out surveys. Experience in using electronic data capture software is essential, although full training will be provided on using AlphaTracker.</p> <p>Surveyors must demonstrate a full understanding of the risks and health effects associated with asbestos and comply fully with all relevant HandS legislation while working. A positive, pro-active and pragmatic attitude towards safety is essential and Surveyors must be willing to attend all required HandS training provided and be keen to undertake additional training opportunities as suits the needs of the Business.</p> <p>All Surveyors must be clean-shaven at work.</p> <p>Preferred – Qualifications in Building Surveying (NC / HNC / HND), Health and Safety (IOSH / SSSTS / NEBOSH) or Asbestos P-Certs (particularly P405 – Asbestos Management in Buildings) or RSPH L3 (Asbestos Management for Dutyholders) are advantageous.</p> <p>Expertise and competence in IT / Software such as MS Visio, MS Word and MS Excel.</p> <p>Knowledge and experience of using AlphaTracker.</p> <p>Experience in UKAS accreditation processes including working in a senior position (e.g. Senior Surveyor / Team Leader / Quality Manager etc.).</p> <p>Experience in auditing and quality management, quality assurance or quality control.</p>	
Requirements	
<p><i>Qualifications/Licence/Certification/Experience level...</i></p> <ul style="list-style-type: none"> – Full Clean Driving Licence – Proven practical experience as a fully trained and competent Surveyor within a UKAS-accredited organisation. – P402 (Surveying and Sampling Strategies for Asbestos in Buildings) <u>or</u> RSPH Level 3 in Asbestos Surveying qualification. – Detailed knowledge of survey techniques within occupied Domestic properties and communal areas, and a strong understanding of all Asbestos legislation and guidance, particularly HSG264 – Asbestos: The Survey Guide. 	
Interdependencies	
<ul style="list-style-type: none"> – Asbestos Surveys and Removal Manager – Asbestos Surveys Technical Manager 	

- Asbestos Compliance Manager
 - Administrators / QA Administrator
 - Other City Building Trades including Inspectors and Surveyors
 - City Building HSEQ Team
- All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly in working safely with asbestos.

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation, in particular the Control of Asbestos Regulations (2012) and HSE Guidance HSG264 – Asbestos: The Survey Guide.